NoteSwift for Aprima

Tips and Tricks to get the Most out of Your EHR

NoteSwift One Boston Place Suite 2600 Boston, MA 02108 www.noteswift.com

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More time with the patient.
Less time on the chart.

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Introduction

First Things First

Please check the following before starting.

1. Do you have Dragon Medical Practice Edition (DMPE) installed?
2. Do you have Aprima installed?
3. Do you have NoteSwift installed? The section entitled “Download and Installation” gives instructions on installing NoteSwift™ for Aprima®.

   If you can answer yes to all three, then continue! If you need to install any of the programs listed above, do so before proceeding.

Assumptions

This document assumes that you are comfortable using speech recognition and that you are able to work with your EHR capably with or without speech recognition. If you are not comfortable with either, seek training before using NoteSwift.

About This Document: Typographic Weirdness and Helpful Info

There are certain typographic conventions in this document which, once you learn them will help you discern what is typed, clicked, or **said** in each example and exercise.

- NoteSwift commands, words you say to NoteSwift when you want something to happen, are in bold and initial capitals such as **History of Present Illness.**

- Where you need to pause your voice for a moment in between commands, we put a comma in the instruction. For example, **Exam, neuro, numbness on the right foot**. You would pause briefly where the commas appear. This is where NoteSwift knows to auto-jump™ to the next field.

- If the NoteSwift form has a Next button, it allows more than one listed item. Say or click **Next** to add each item into your form. When finished, say or click **Done** to enter all information into the form**.**

- If you are using a PowerMic hand held microphone, you have the ability to define hotkeys that can enter text and navigate you around the screen. The PowerMic II uses the defaults below. You can find more information on how to set your hotkeys in your PowerMic II and DMPE documentation.

Rewind
Global and Dictation Box default: Press Shift+Tab
Fast Forward
Global and Dictation Box default: Press Tab
Stop/Play
Global and Dictation Box default: Accept default settings
Custom Left
Global default: Force command recognition
Dictation Box default: Press Cancel
Enter/Select
Global default: Transfer text
Dictation Box default: Hidden Dictation Box on/off
This is the predefined hotkey to enter text for the PowerMic II

NOTE: In this manual we assume you will dictate **Next** and **Done**, or that you will use a predefined hotkey on a microphone or your keyboard to accomplish the **Next** and **Done** functions. When we say "press the Next hotkey" in an instruction, this means whatever hotkey you have defined to work best for you.

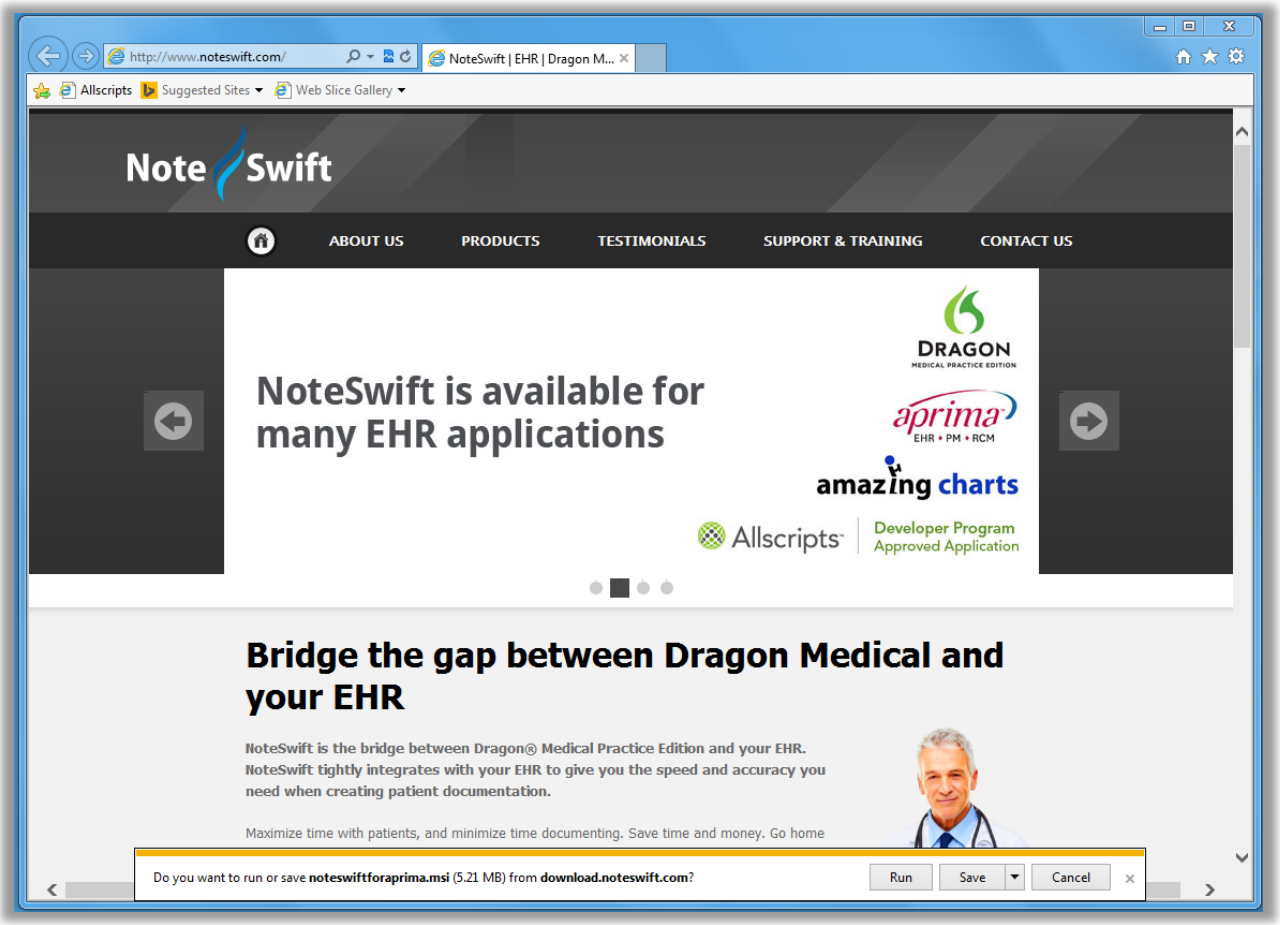
The Good Doctor icon. Whenever you see this icon, it means we have some important and helpful information for you from the Good Doctor and founder of NoteSwift, Dr. Chris Russell. These tips and tricks will help you learn best practices when working with NoteSwift and your EHR.

Download and Installation

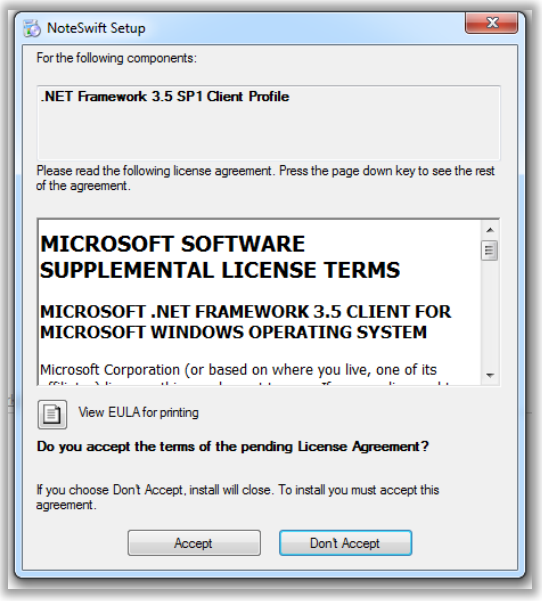
Downloading

In order to download NoteSwift on your computer please take the following steps:

1) Install NoteSwift for Aprima on your computer by entering http://download.noteswift.com/aprima/client/noteswiftforaprima.msi into your internet browser and hitting the enter key. You will get a dialog asking you whether you'd like to run or save noteswiftforaprima.msi. Select run.


http://www.noteswift.com/
NoteSwift | EHR | Dragon M...
Allscripts
Suggested Sites
Web Slice Gallery
NoteSwift
ABOUT US
PRODUCTS
TESTIMONIALS
SUPPORT & TRAINING
CONTACT US
NoteSwift is available for many EHR applications
DRAGON
MEDICAL PRACTICE EDITION
aprima
EHR • PM • RCM
amazing charts
Allscripts
Developer Program
Approved Application
Bridge the gap between Dragon Medical and your EHR
NoteSwift is the bridge between Dragon® Medical Practice Edition and your EHR. NoteSwift tightly integrates with your EHR to give you the speed and accuracy you need when creating patient documentation.
Maximize time with patients, and minimize time documenting. Save time and money. Go home
Do you want to run or save noteswiftforaprima.msi (5.21 MB) from download.noteswift.com?
Run
Save
Cancel

2) NoteSwift requires the Microsoft .Net Framework to run. If it is not already installed on your system, a dialog will appear prior to installing it. Accept the Microsoft Supplemental License Terms by clicking on the "Accept" button in the dialog.


NoteSwift Setup
For the following components:
.NET Framework 3.5 SP1 Client Profile
Please read the following license agreement. Press the page down key to see the rest of the agreement.
MICROSOFT SOFTWARE SUPPLEMENTAL LICENSE TERMS
MICROSOFT .NET FRAMEWORK 3.5 CLIENT FOR MICROSOFT WINDOWS OPERATING SYSTEM
Microsoft Corporation (or based on where you live, one of its
View EULA for printing
Do you accept the terms of the pending License Agreement?
If you choose Don't Accept, install will close. To install you must accept this agreement.
Accept
Don't Accept

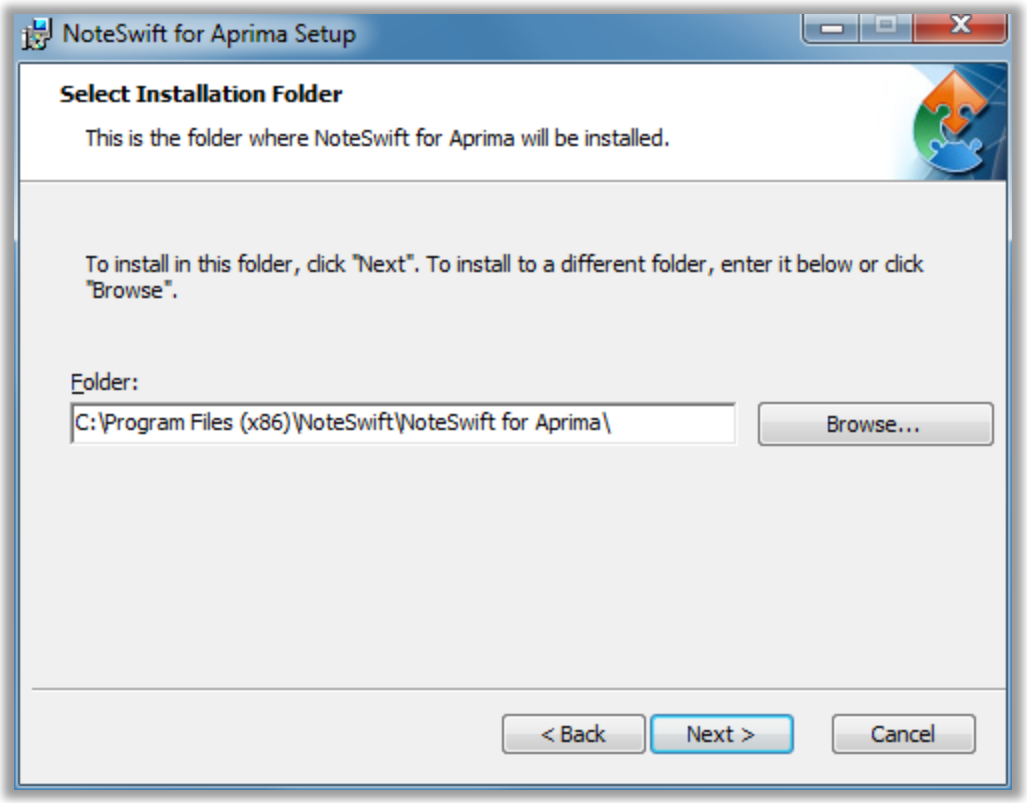
3) After the .NET installation completes, you'll see the NoteSwift welcome screen. Select **Next.**

NoteSwift for Aprima Setup
Welcome to the NoteSwift for Aprima Setup Wizard
The Setup Wizard will allow you to change the way NoteSwift for Aprima features are installed on your computer or even to remove NoteSwift for Aprima from your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

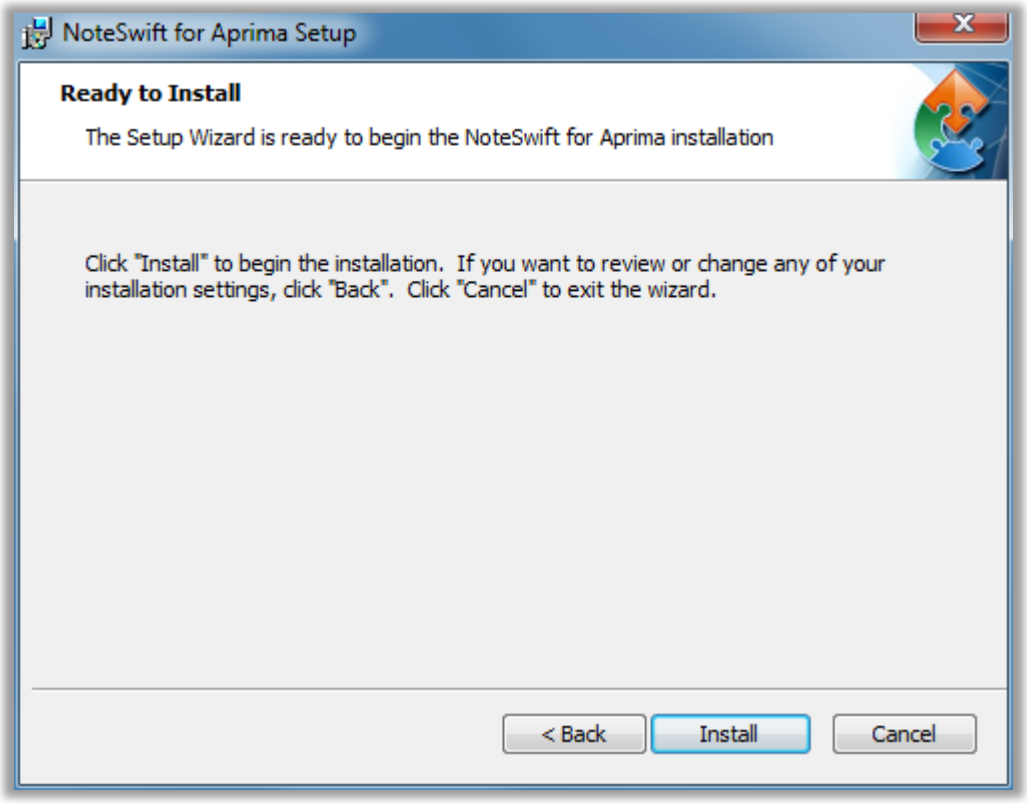
4) Review and accept the terms of the NoteSwift End-User License agreement. Select **Next.**

NoteSwift for Aprima Setup
End-User License Agreement
Please read the following license agreement carefully
NoteSwift, Inc.
END USER LICENSE AGREEMENT
Your acceptance of the terms of this End User License Agreement ("Agreement") is required before your use of the accompanying software. This Agreement is between you ("Licensee" or "you") and NoteSwift, Inc. and/or one or
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
< Back
Next >
Cancel

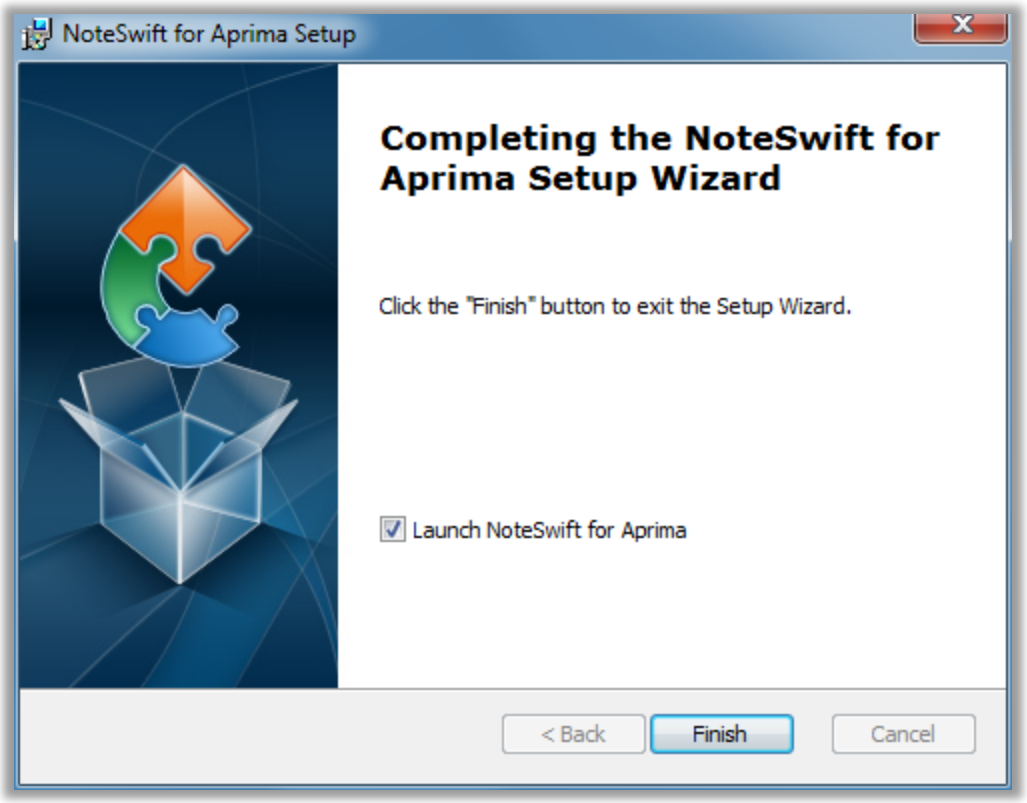
5) You'll be asked to specify the installation directory. It's recommended that you stay with the default location provided. Select **Next.**


NoteSwift for Aprima Setup
Select Installation Folder
This is the folder where NoteSwift for Aprima will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\NoteSwift\NoteSwift for Aprima\
Browse...
< Back
Next >
Cancel

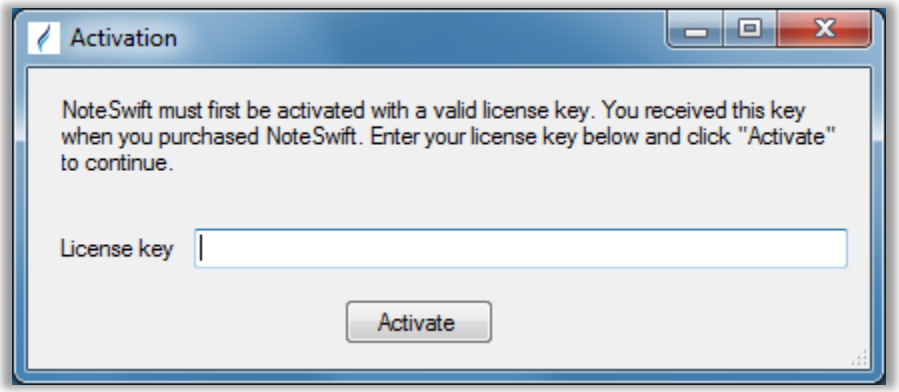
6) The NoteSwift installer will then ask you to click **Install** to install the software.


NoteSwift for Aprima Setup
Ready to Install
The Setup Wizard is ready to begin the NoteSwift for Aprima installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
< Back
Install
Cancel

7) The installer will show a progress dialog while the product is being installed, and then you'll see the final dialog showing the completion of the install. Select **Finish.**

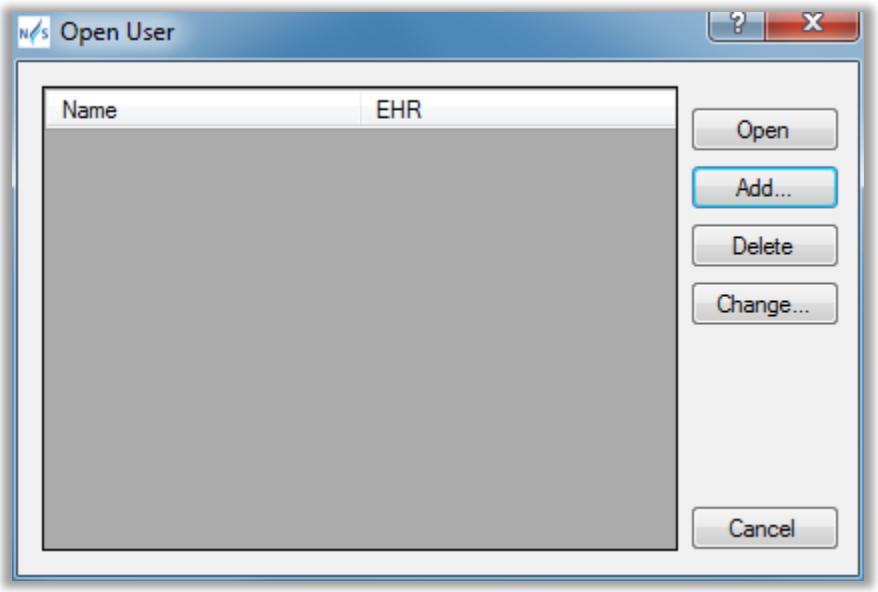

NoteSwift for Aprima Setup
Completing the NoteSwift for Aprima Setup Wizard
Click the "Finish" button to exit the Setup Wizard.
Launch NoteSwift for Aprima
< Back
Finish
Cancel

8) If this is your first time installing, you'll have to enter the activation key given to you at time of purchase in order to register the software.

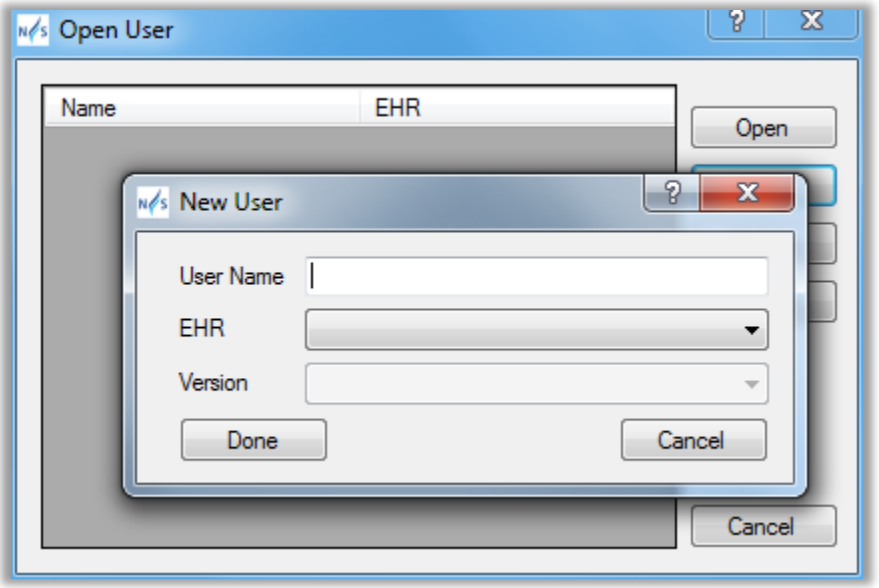

Activation
NoteSwift must first be activated with a valid license key. You received this key when you purchased NoteSwift. Enter your license key below and click "Activate" to continue.
License key
Activate

9) You may also be required to enter registration data following entry of the License key, if this is a first-time activation for the key. Once these steps have been completed, NoteSwift will launch.

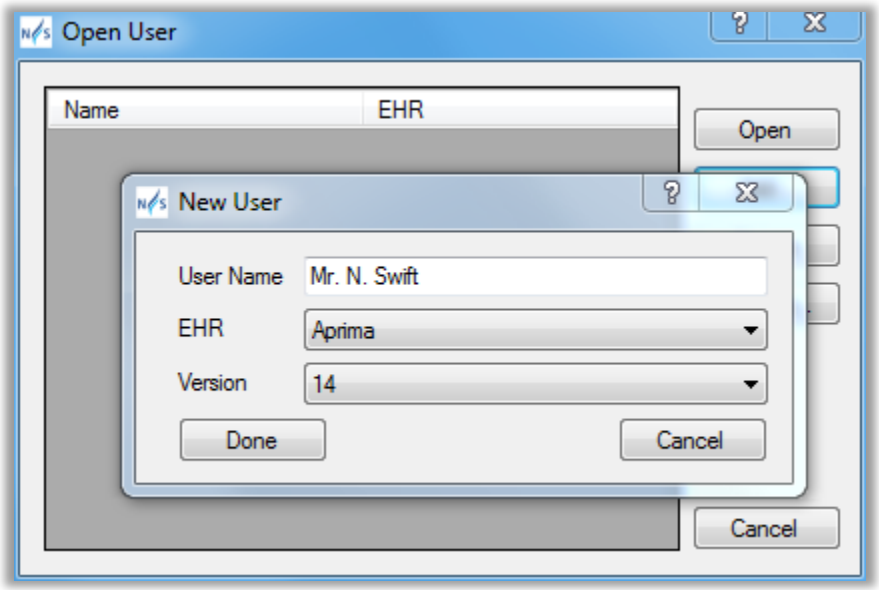
Creating a NoteSwift Profile



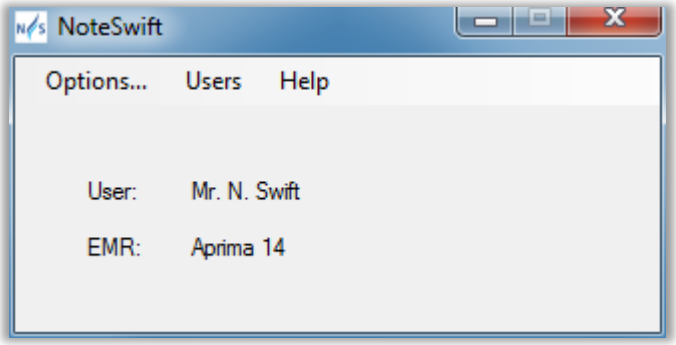
10) Now, you must create a user for NoteSwift. Click the "Add" button, and you'll see the following dialog displayed:



11) Enter a user name, select the EHR, which is Aprima, and select the Version of Aprima you are running, then click "Done". When the dialog is dismissed, click the "Open" button to open your newly created user profile.



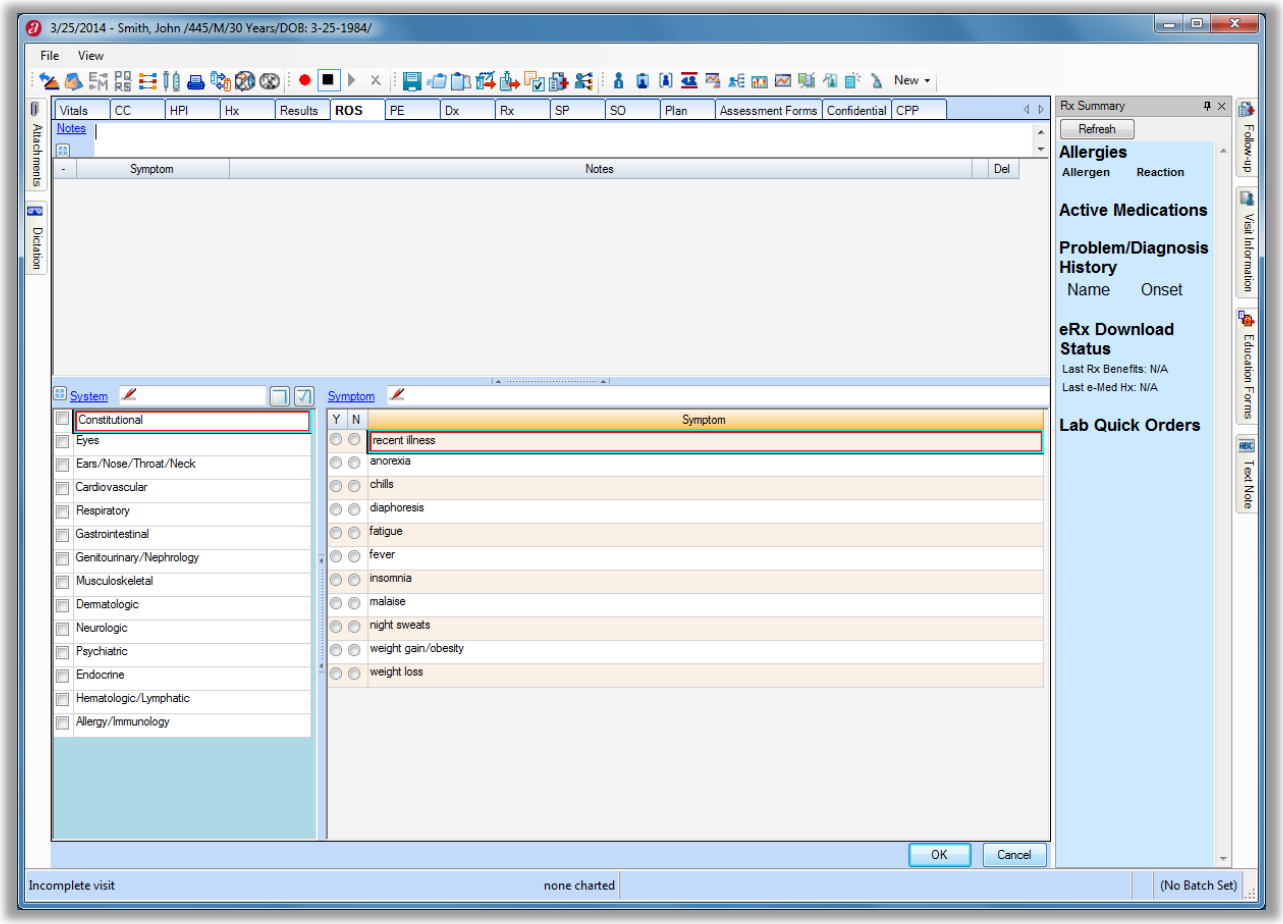
The NoteSwift running application looks like this, and can be minimized as it runs in the background:



We are now ready to start working with NoteSwift.

Aprima Interface

The default setting for Aprima is to have all of the panes expanded. This is the state NoteSwift expects Aprima to be in so that it can interact with the EHR. If you are experiencing any problems with recognition you may want to check that all your panes in Aprima are expanded and not closed.



12) In order for NoteSwift to interact properly with Aprima you should always have DMPE, Aprima, and NoteSwift running at all times. NoteSwift commands expect that the note window (shown above) is in view. Now we are ready to get started!

NoteSwift Forms

NoteSwift forms allow you to dictate free text narrative and structured data where NoteSwift does the searching for you from a defined list. In this document we go through each NoteSwift form and show you how NoteSwift's SwiftNav™ technology helps you create the patient note quickly and easily whether you need free text or structured data.

NoteSwift Forms are:

Chief Complaint
History of Present Illness
Review of Systems
Past Medical History
Social History
Surgical History
Family History
Allergies
Current Medications
Physical Exam
Diagnosis
Prescribe
Plan*
Services Ordered
Services Provided

** The Plan tab is reached by speaking one of the following commands:*
Internal Notes
Visit Notes
Patient Instructions
Plan Exercise
Return Visit

Chief Complaint

Call up the Chief Complaint form. Say:

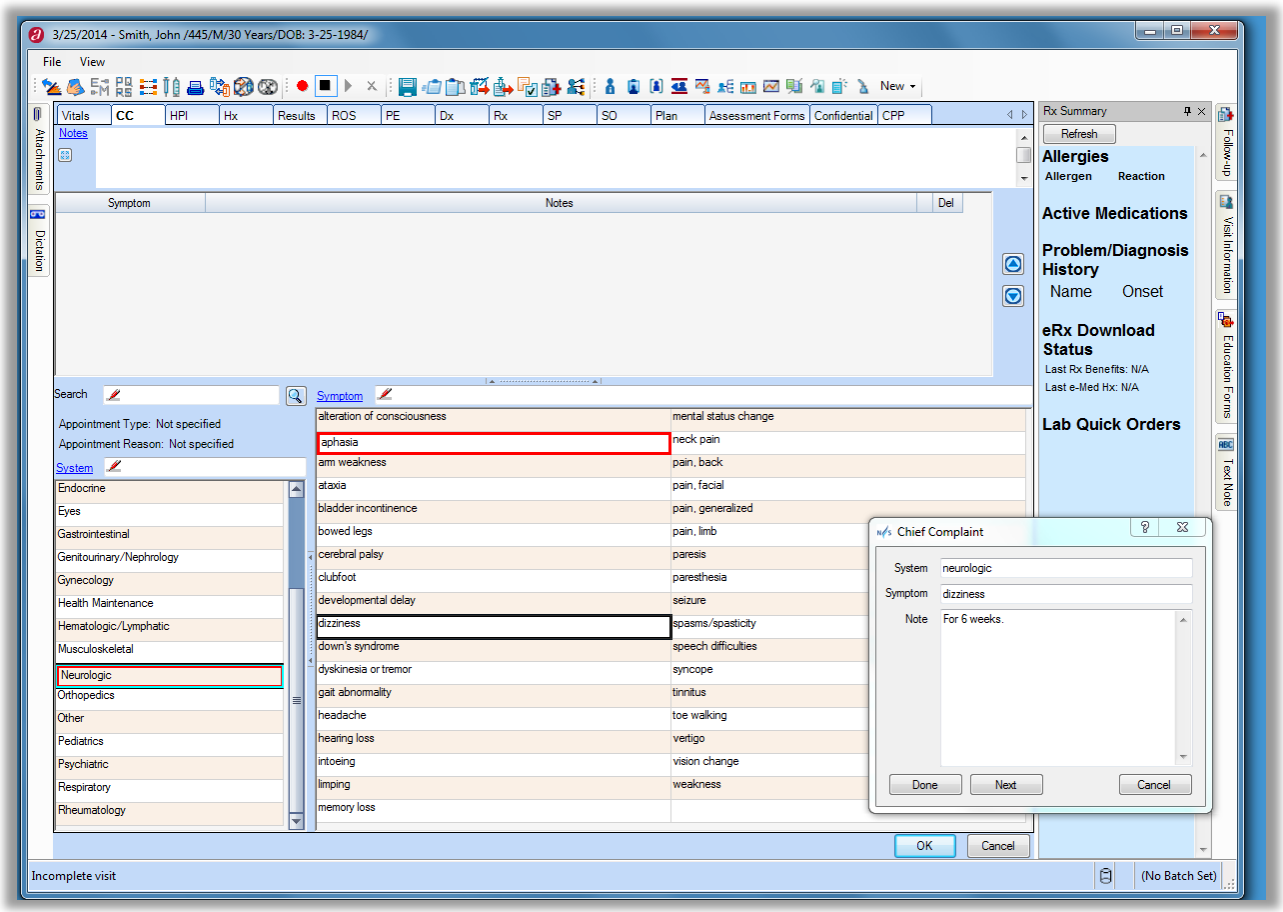
Chief Complaint

The NoteSwift Chief Complaint form appears. Dictate first the system, followed by the patient's complaint. For example say:

Neurologic, Dizziness

Remember that the comma means to pause after the first word, which tells NoteSwift to auto-jump™ to the next form field).

The word "dizziness" will appear in the Chief Complaint form.



Now dictate a Note for the Chief Complaint form, such as:

For 6 Weeks

The Note form is updated with this information.

If finished, click or say **Done.** If you would like to dictate additional information, say **Next** and dictate another complaint following the steps as noted above.

*You can always move between the fields in the NoteSwift form by saying **System / Symptom / Note.***

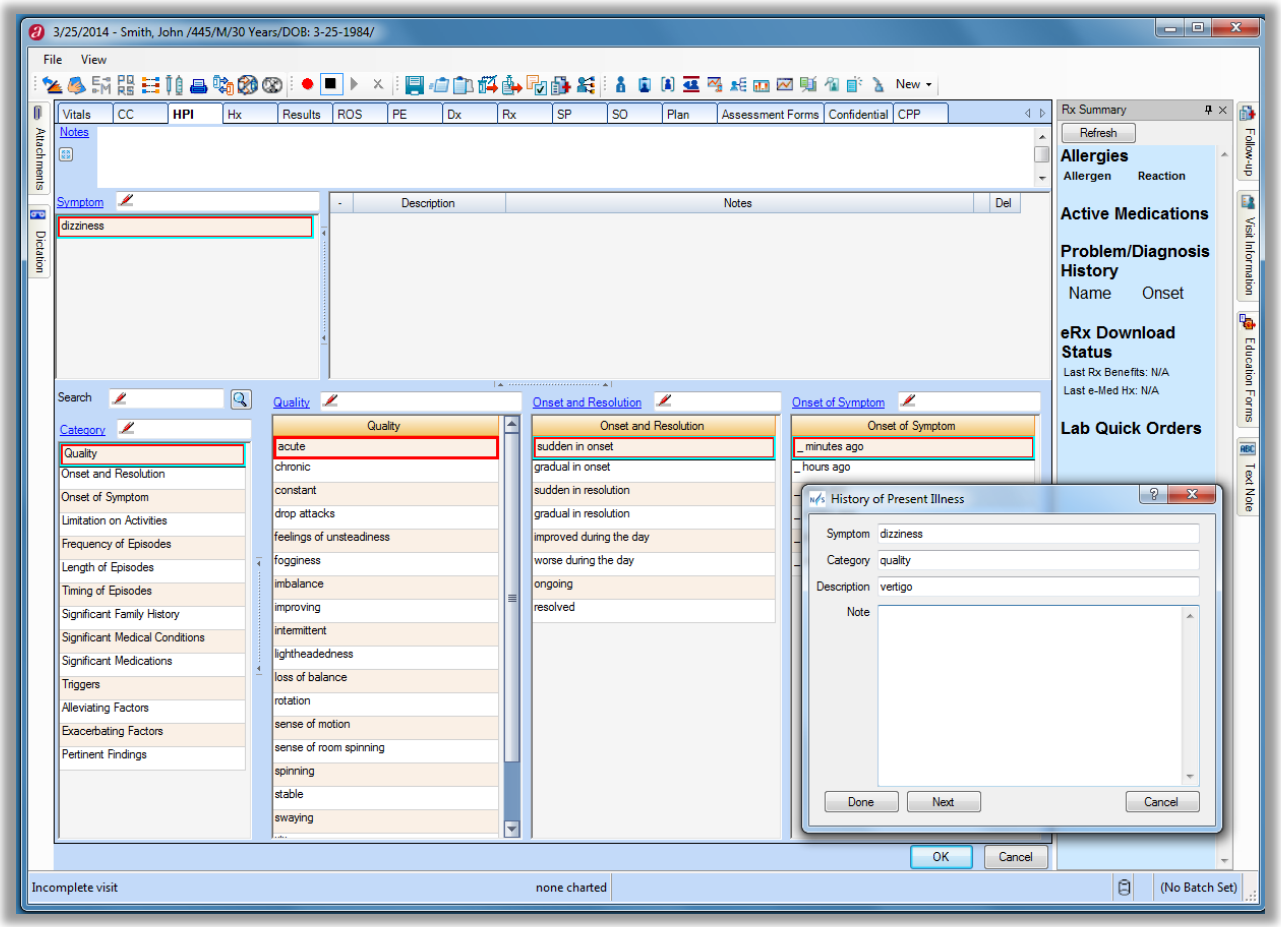
History of Present Illness

Call up the History of Present Illness form.

HPI

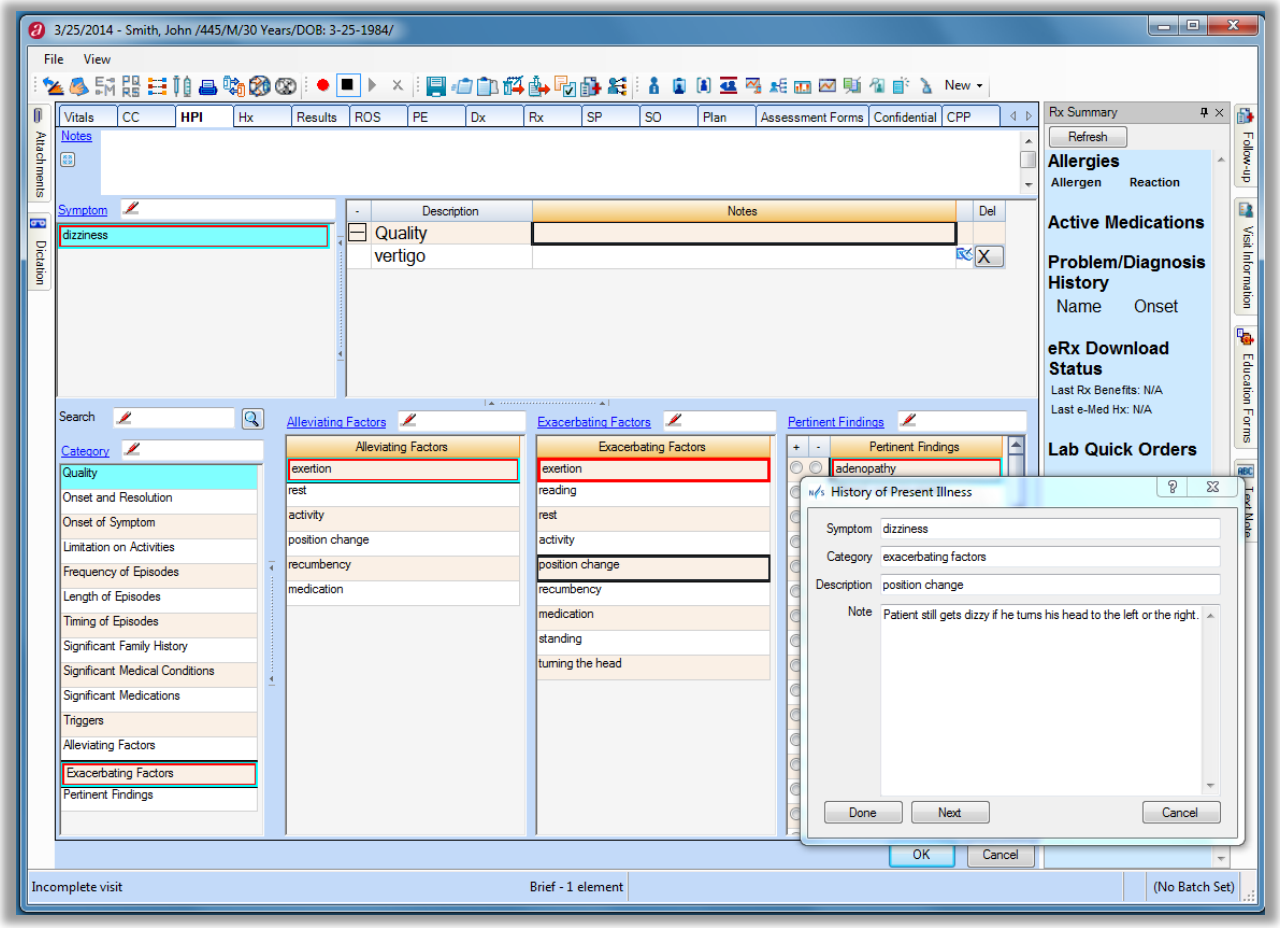
The History of Present Illness form appears. To record the patient's history, you will specify the Symptom, Category and Description, with optional notes, based on the list of symptoms captured during the Chief Complaint section. For example:

Dizziness, Quality, Vertigo



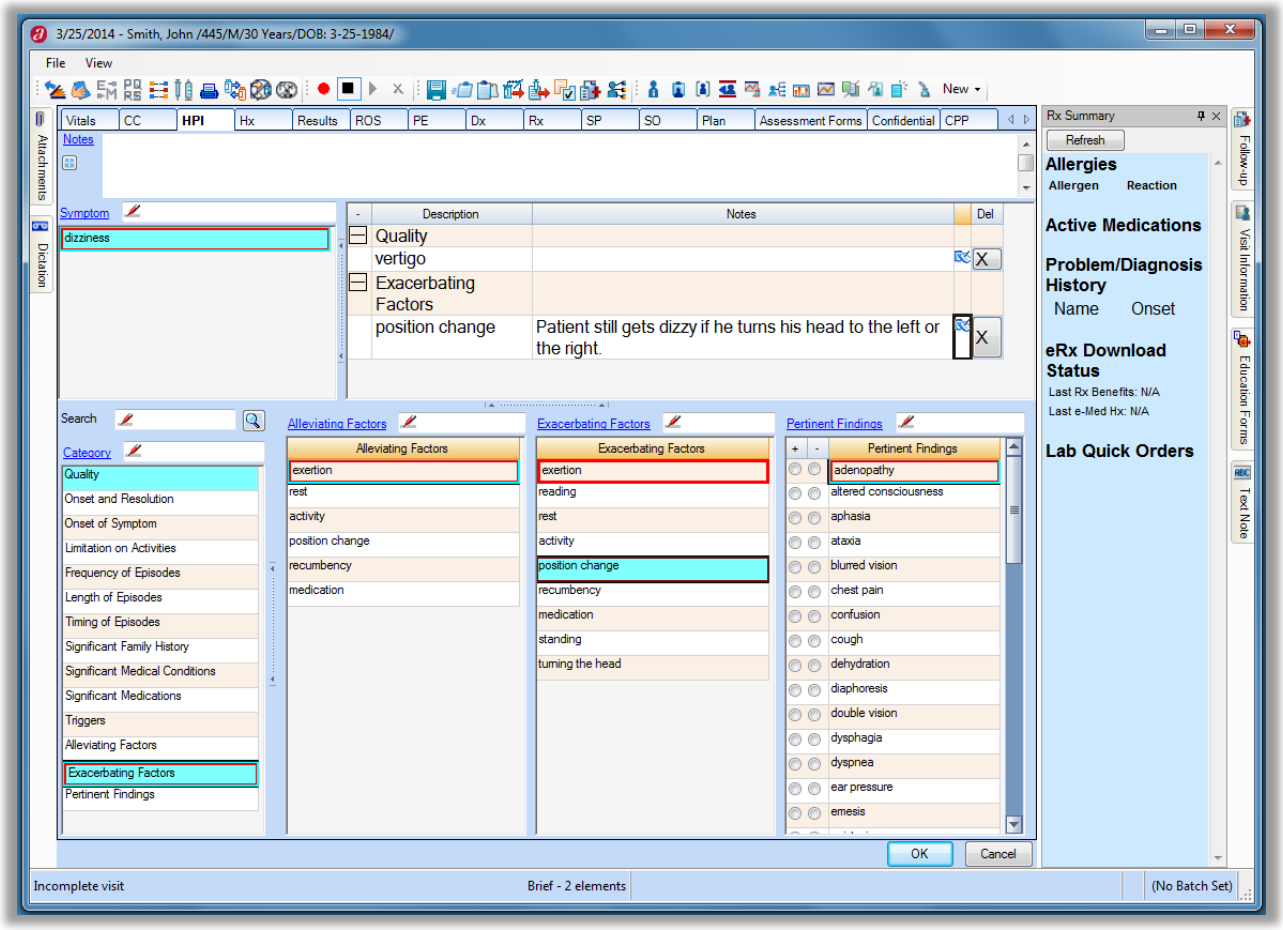
The data will appear in the structure note window. If you wish to enter another category for the current symptom, say **Next Category**. Let's add more data for dizziness. Say:

Exacerbating Factors, Position Change, patient still gets dizzy if he turns his head to the left or the right.



To add to the information. You can then say or press "**Next**" to enter the next Symptom/Category/Description/Note group, or use your hotkey to click the **Done** button, or say:

Done

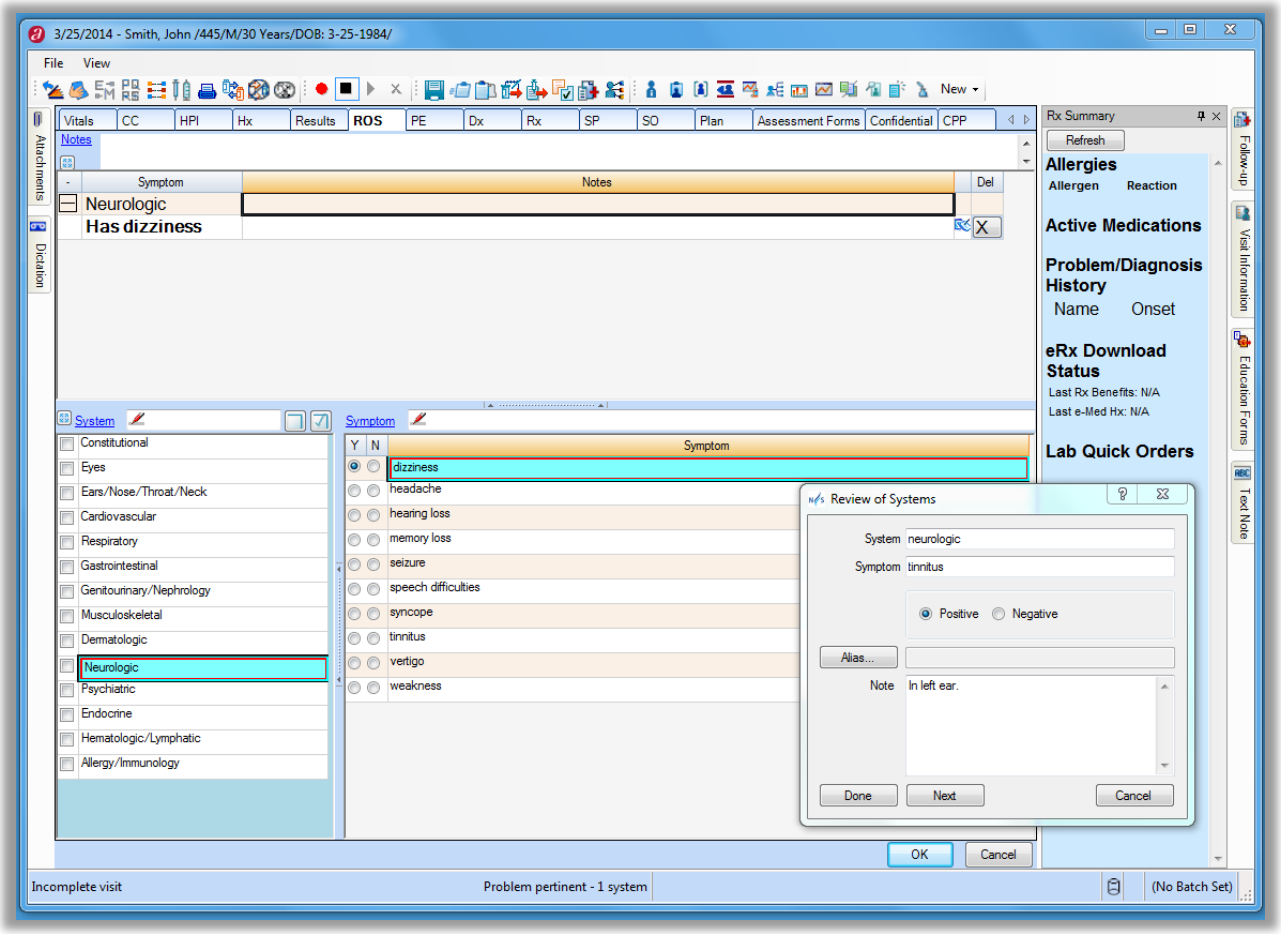

3/25/2014 - Smith, John /445/M/30 Years/DOB: 3-25-1984/
File
View
New
Vitals
CC
HPI
Hx
Results
ROS
PE
Dx
Rx
SP
SO
Plan
Assessment Forms
Confidential
CPP
Notes
Symptom
dizziness
Description
Notes
Del
Quality
vertigo
Exacerbating Factors
position change
Patient still gets dizzy if he turns his head to the left or the right.
Search
Category
Quality
Onset and Resolution
Onset of Symptom
Limitation on Activities
Frequency of Episodes
Length of Episodes
Timing of Episodes
Significant Family History
Significant Medical Conditions
Significant Medications
Triggers
Alleviating Factors
Exacerbating Factors
Pertinent Findings
Alleviating Factors
exertion
rest
activity
position change
recumbency
medication
Exacerbating Factors
exertion
reading
rest
activity
position change
recumbency
medication
standing
turning the head
Pertinent Findings
adenopathy
altered consciousness
aphasia
ataxia
blurred vision
chest pain
confusion
cough
dehydration
diaphoresis
double vision
dysphagia
dyspnea
ear pressure
emesis
OK
Cancel
Rx Summary
Refresh
Allergies
Allergen
Reaction
Active Medications
Problem/Diagnosis History
Name
Onset
eRx Download Status
Last Rx Benefits: N/A
Last e-Med Hx: N/A
Lab Quick Orders
Attachments
Dictation
Follow-up
Visit Information
Education Forms
Text Note
Incomplete visit
Brief - 2 elements
(No Batch Set)

Review of Symptoms

Call up the ROS form:

ROS

Dictate the system and corresponding symptoms into the ROS form, indicating whether it is positive or negative. NoteSwift initially defaults to positive findings, if you would like to dictate a negative, simply say **negative** to toggle the state. In the example below the patient is positive for dizziness and tinnitus.



Say:

Neurologic, Dizziness

To add the next symptom for dizziness, say:

Next Symptom, **Tinnitus, In Left Ear**

Once your review of symptoms is complete, say:

Done

Or click the **Done** button

*The Good Doctor Recommends: If you have symptoms listed in more than one system, pressing or saying **Next** will bring you to a clear form where you can dictate symptoms within a new system.*

A note about how NoteSwift searches for items. In many cases, it is possible to dictate only the beginning of an item, or a word contained within. This can be very convenient when dictating a difficult item, such as CN3,4,6: as you will see in the Exam form example. NoteSwift searches first for an exact match, and if it does not find one, it will look for an item in which your dictated text is contained. If there is only one match it will be selected. If there are multiple items containing the text, NoteSwift will select the first one it encounters.

Past Medical History

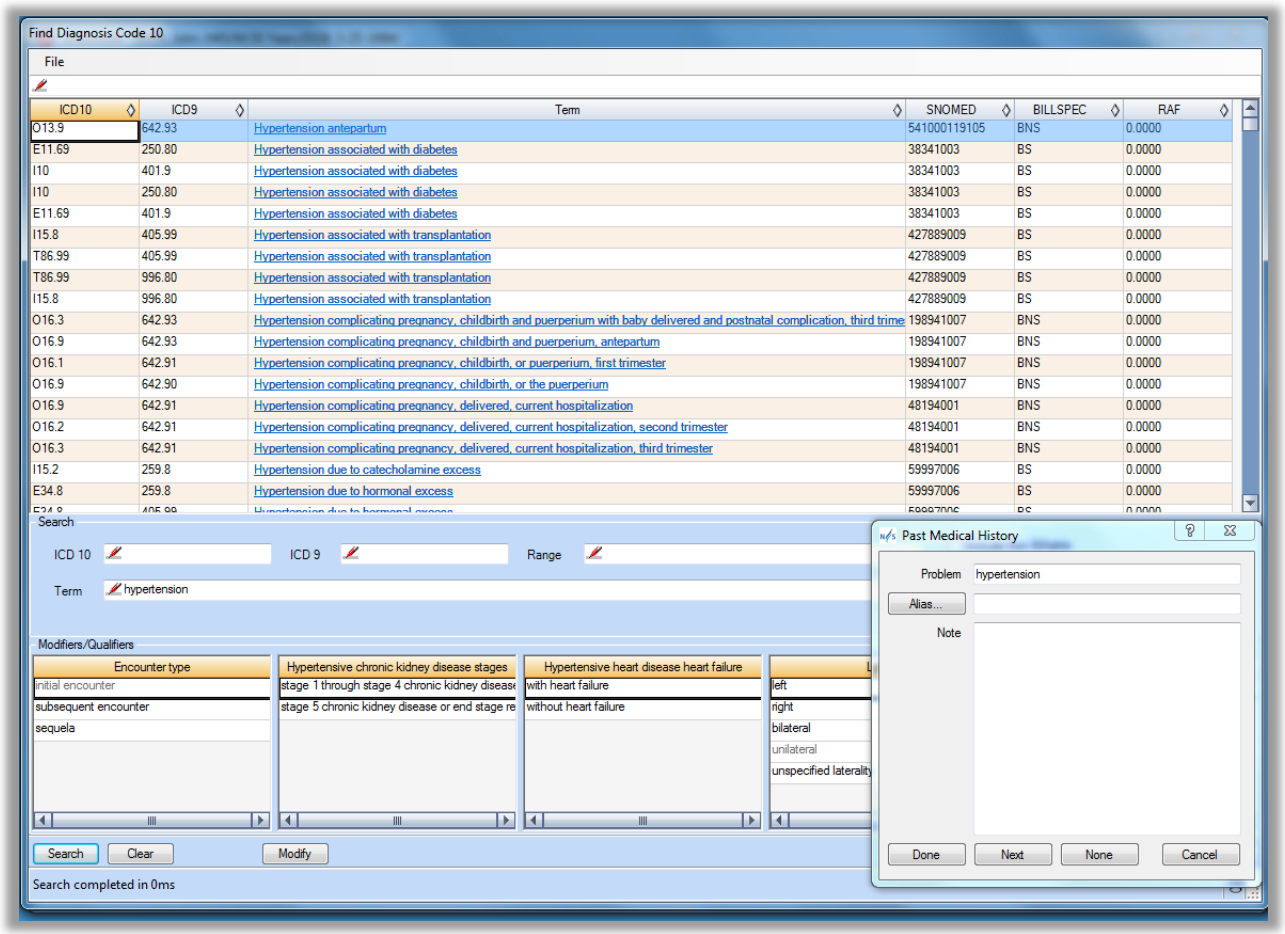
Bring up the Past Medical History form. Say:

Past Medical

The Past Medical History form appears. To enter the medical history of the patient. Say:

Hypertension

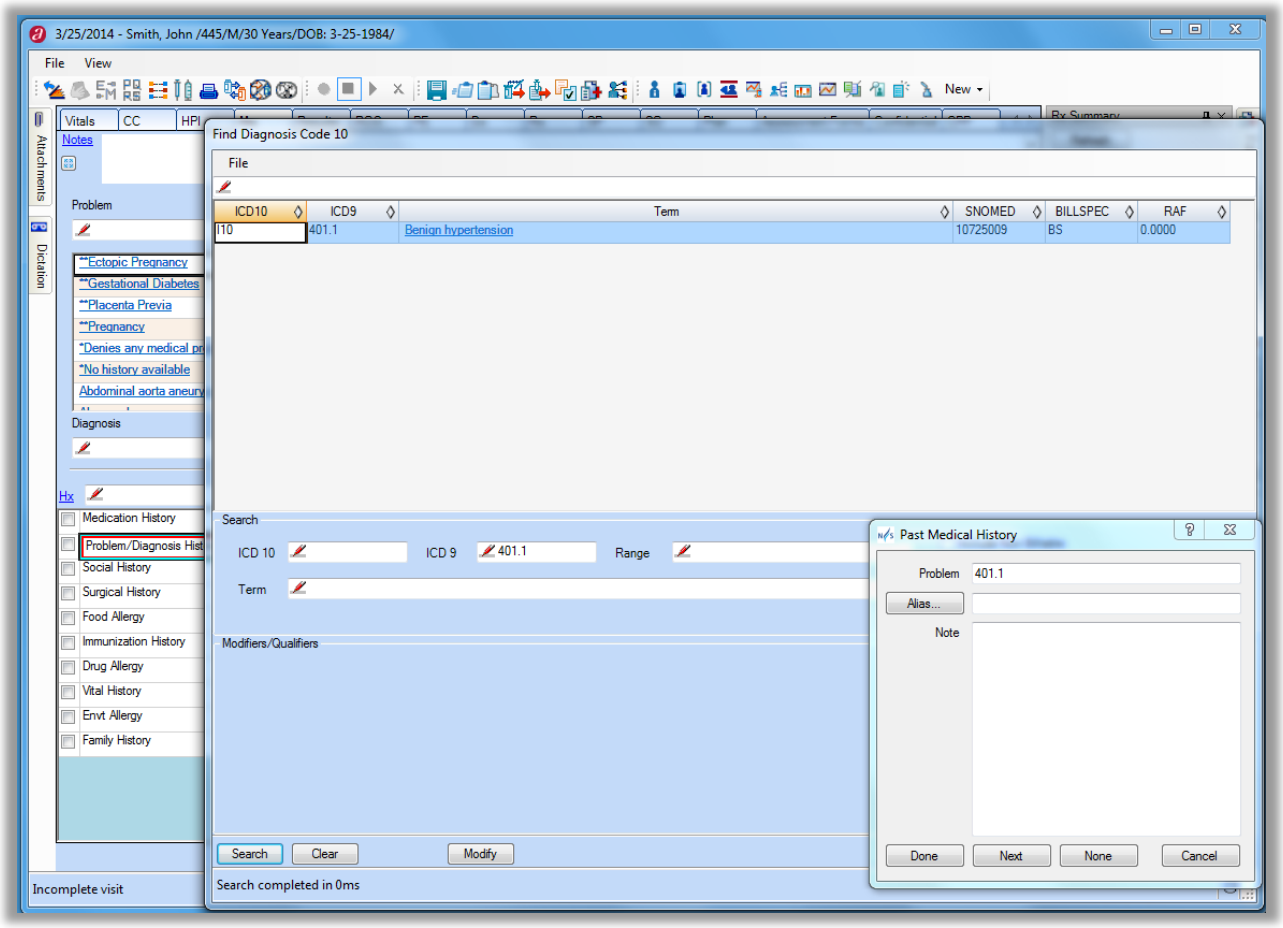
A list appears. If more than one choice appears there are several ways to choose the item you wish to select.


Find Diagnosis Code 10
File
ICD10 ICD9 Term SNOMED BILLSPEC RAF
O13.9 642.93 Hypertension antepartum 541000119105 BNS 0.0000
E11.69 250.80 Hypertension associated with diabetes 38341003 BS 0.0000
I10 401.9 Hypertension associated with diabetes 38341003 BS 0.0000
I10 250.80 Hypertension associated with diabetes 38341003 BS 0.0000
E11.69 401.9 Hypertension associated with diabetes 38341003 BS 0.0000
I15.8 405.99 Hypertension associated with transplantation 427889009 BS 0.0000
T86.99 405.99 Hypertension associated with transplantation 427889009 BS 0.0000
T86.99 996.80 Hypertension associated with transplantation 427889009 BS 0.0000
I15.8 996.80 Hypertension associated with transplantation 427889009 BS 0.0000
O16.3 642.93 Hypertension complicating pregnancy, childbirth and puerperium with baby delivered and postnatal complication, third trime 198941007 BNS 0.0000
O16.9 642.93 Hypertension complicating pregnancy, childbirth and puerperium, antepartum 198941007 BNS 0.0000
O16.1 642.91 Hypertension complicating pregnancy, childbirth, or puerperium, first trimester 198941007 BNS 0.0000
O16.9 642.90 Hypertension complicating pregnancy, childbirth, or the puerperium 198941007 BNS 0.0000
O16.9 642.91 Hypertension complicating pregnancy, delivered, current hospitalization 48194001 BNS 0.0000
O16.2 642.91 Hypertension complicating pregnancy, delivered, current hospitalization, second trimester 48194001 BNS 0.0000
O16.3 642.91 Hypertension complicating pregnancy, delivered, current hospitalization, third trimester 48194001 BNS 0.0000
I15.2 259.8 Hypertension due to catecholamine excess 59997006 BS 0.0000
E34.8 259.8 Hypertension due to hormonal excess 59997006 BS 0.0000
Search
ICD 10
ICD 9
Range
Term hypertension
Modifiers/Qualifiers
Encounter type
initial encounter
subsequent encounter
sequela
Hypertensive chronic kidney disease stages
stage 1 through stage 4 chronic kidney disease
stage 5 chronic kidney disease or end stage re
Hypertensive heart disease heart failure
with heart failure
without heart failure
left
right
bilateral
unilateral
unspecified laterality
Search
Clear
Modify
Search completed in 0ms
Past Medical History
Problem hypertension
Alias...
Note
Done
Next
None
Cancel

You may click to select, or dictate the specific code (ICD10 and/or ICD9, depending upon the Aprima configuration at your site). Let's try an example with an ICD9 code. Say:

Problem, 401.9

You should see the single item corresponding to that code, as follows:



Then click or say **Next** if you wish to dictate more history, or **Done**, if you are finished dictating the history.

A word about dictating ICD10 codes: ICD10 codes can be complex! However, you can dictate them accurately if you wish using a combination of:

1) Military alphabet (Alpha, Bravo, Charlie, etc.)
2) Capitalization commands
3) Spacing commands

You can try to dictate an ICD10 code for the previous problem. Instead of "401.9" in the previous example, say: ***Capital "I" no space 10***

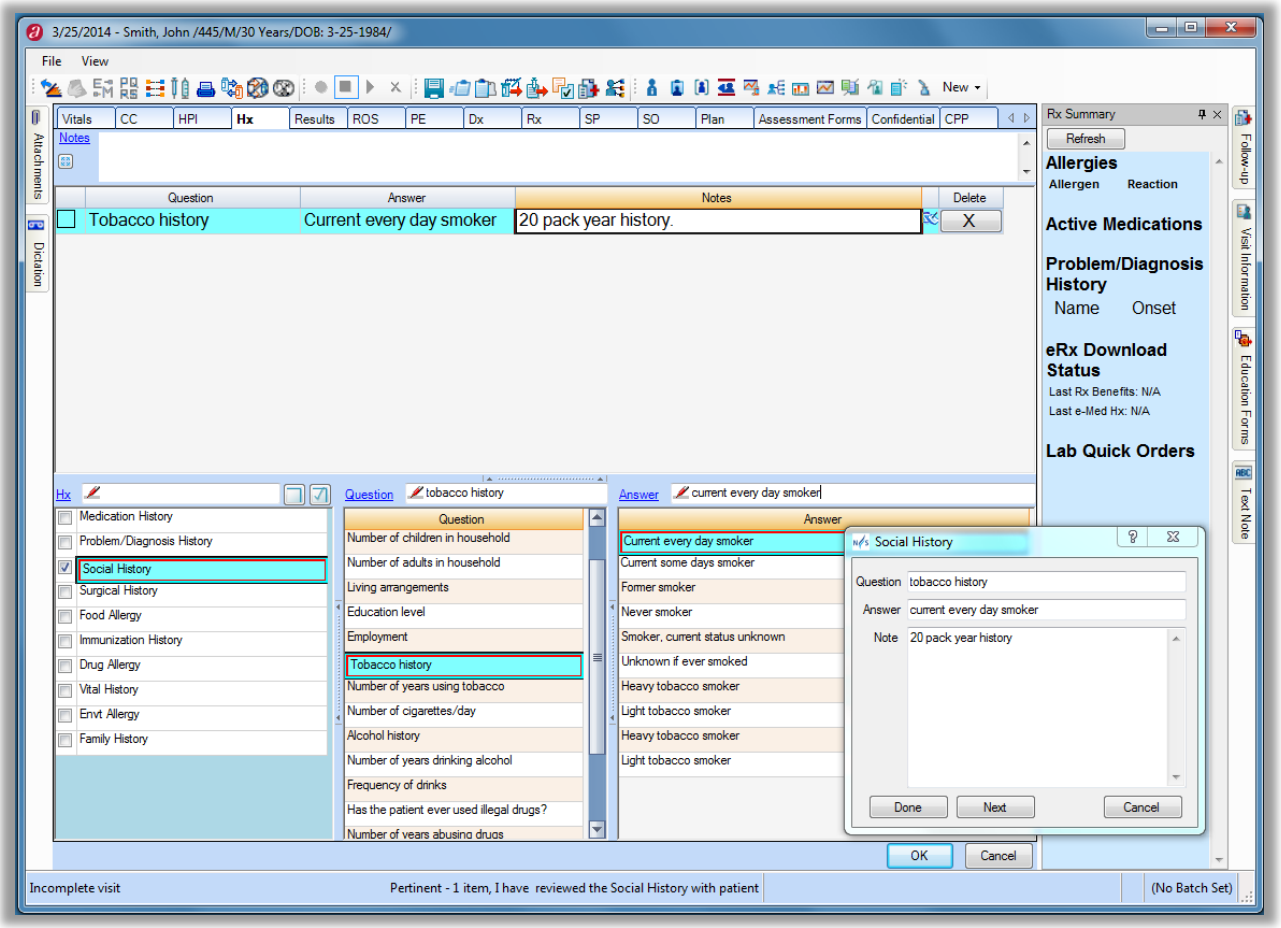
Social History

Call up the Social History form, say:

Social History

The Social History form appears. Say:

Tobacco History, Current Every Day Smoker, 20 Pack Year History



Press the **Next** hotkey. The text appears in the Aprima window and you can continue dictating more social history information. Once done with your dictation Click or Say **Done**.

The Good Doctor Says: *Don't smoke as it is bad for your health!*

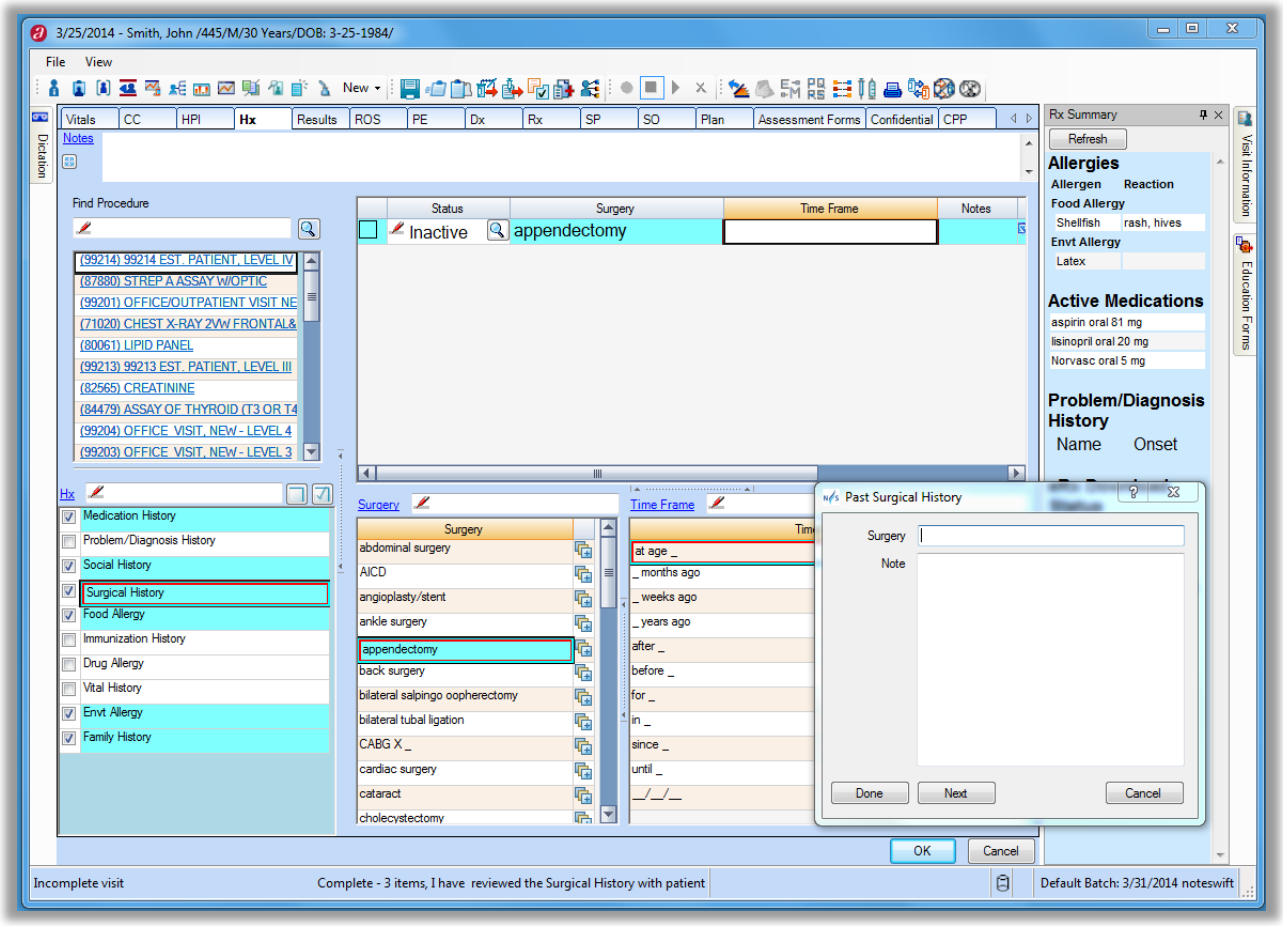
Surgical History

Call up the Surgical History form. Say:

Surgical History

The NoteSwift Surgical History form appears. Say:

Appendectomy



Then click or say **Next** if you wish to dictate more history, or **Done**, if you are finished dictating the history.

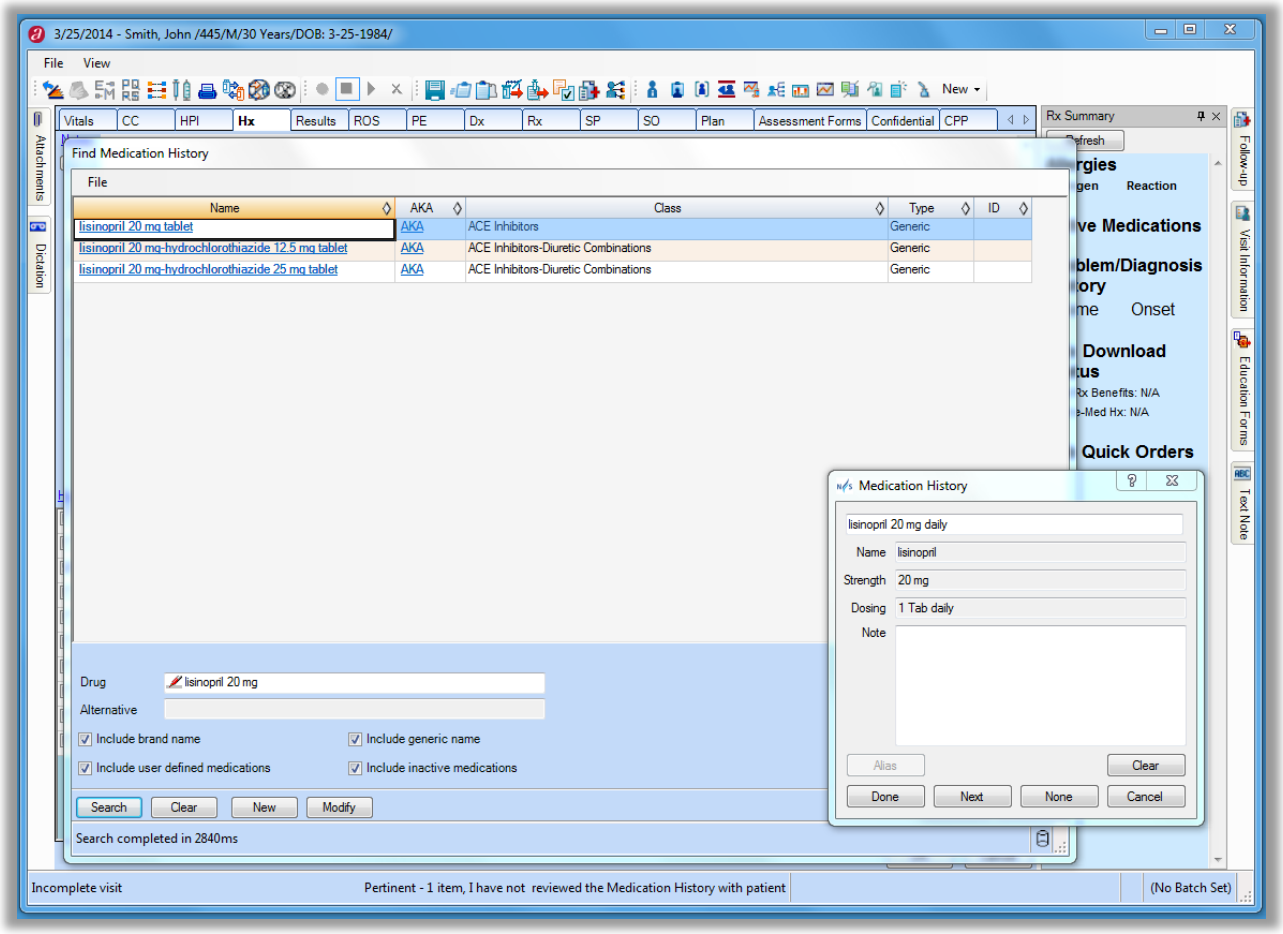
Medication History

Call up the Medication History form. Say:

Med History

Dictate the medications your patient is taking. Try this example to see how to dictate medications in this form (*Say mg as milligrams.). Say:

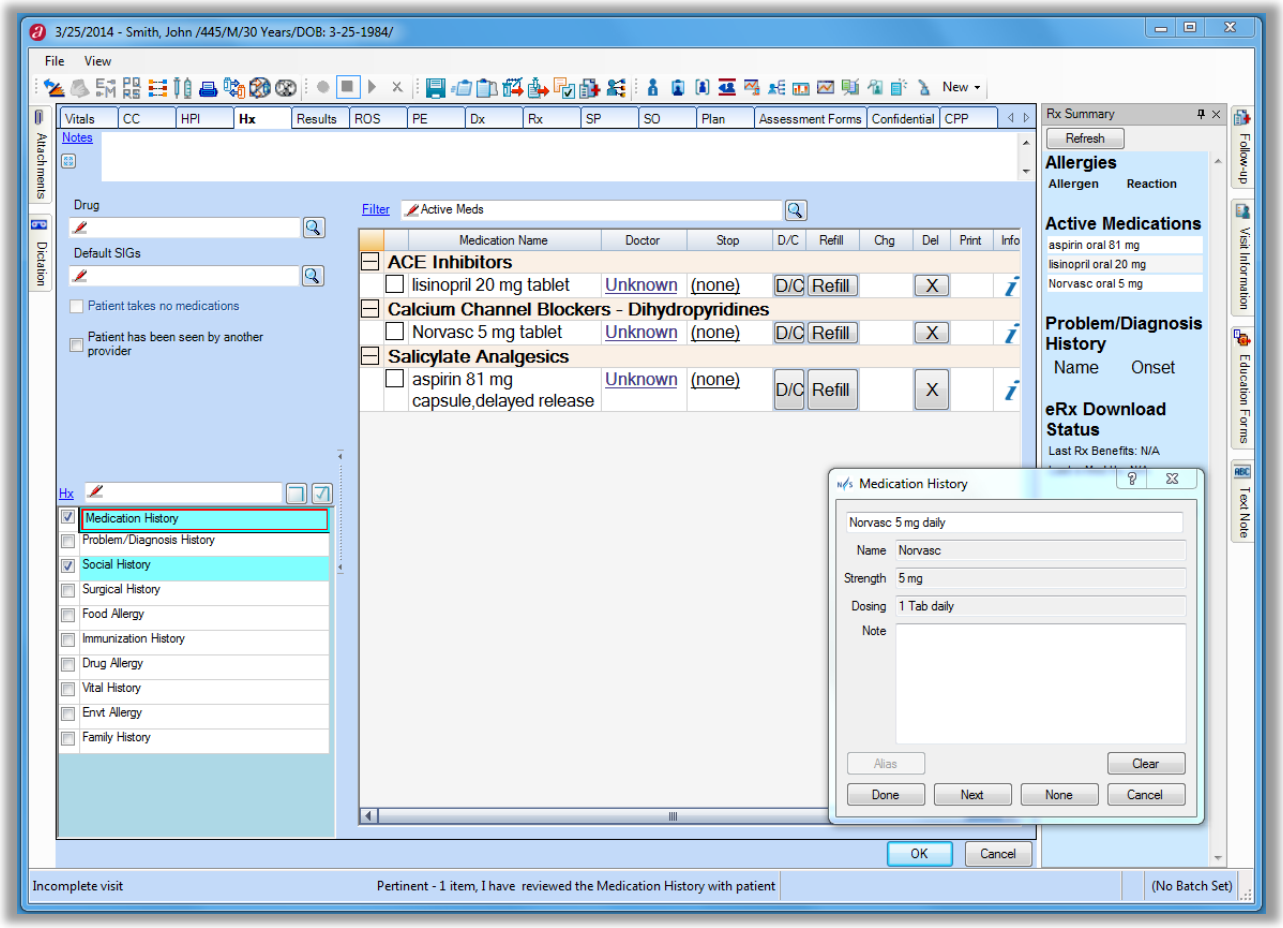
Lisinopril 20 mg daily



You will see the Aprima "Find Medication History" window, where you will click the appropriate medication from the list, or say / press **Next** to select the first in the list. Note that you may also get a dialog asking if you'd like to specify the SIG details, which you can choose to do or dismiss the dialog. Practice entering medications this way with the following medications:

Aspirin 81 mg daily

Norvasc 5 mg daily



Click or say **Done** when you have finished entering Medication History information.

If you have more detailed dosing information you wish to enter, you click "Yes" when you are asked to specify SIG details, and once the window appears, Click or say **Next** or **Done**. NoteSwift will fill in the values for you. You can learn more about this in the Prescribe form section of this manual.

Family History

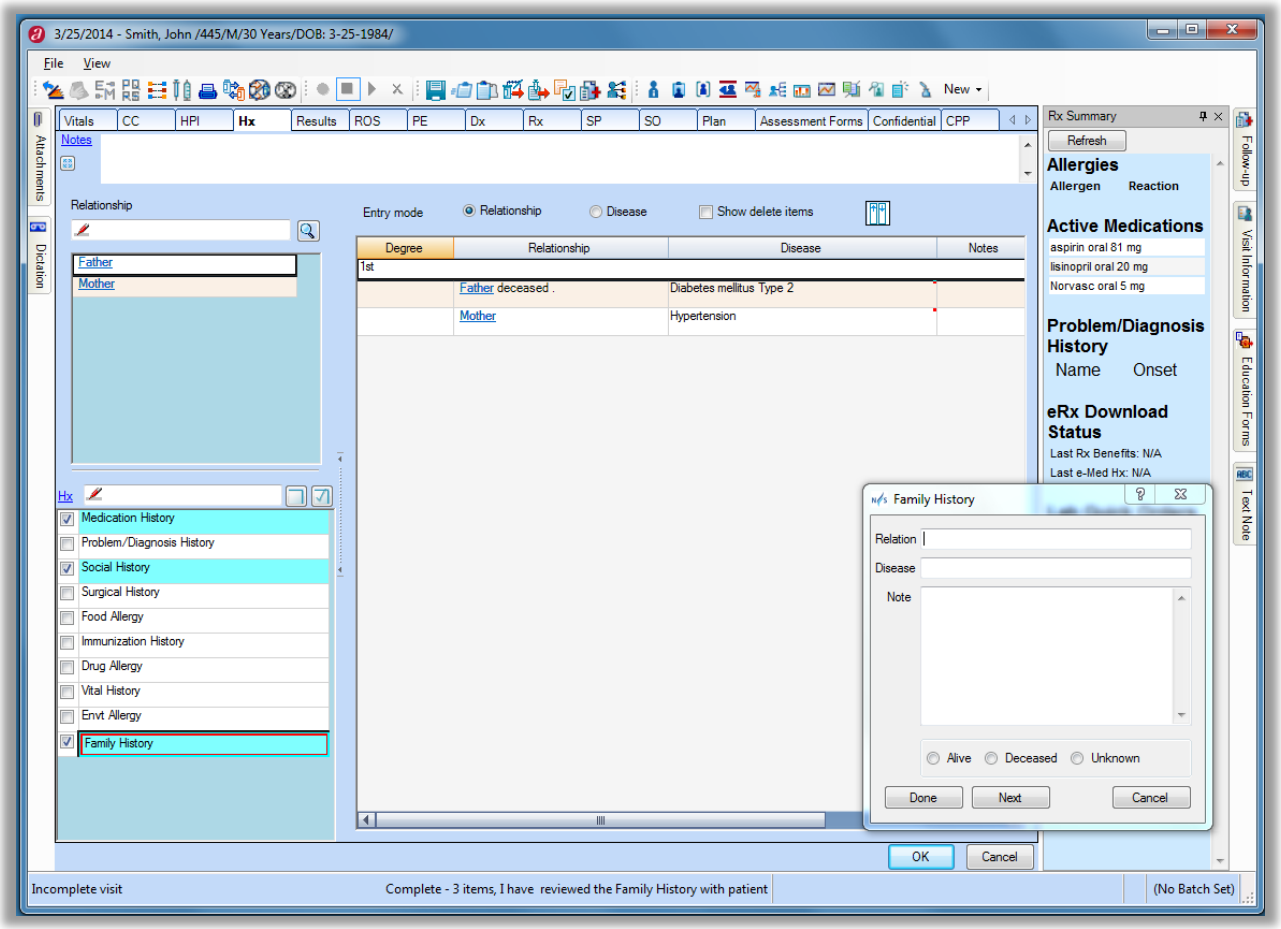
Call up the Family History form:

Family History

Dictate into the family history form, pausing where you see commas, and remembering to say or click **Next** after you have finished dictating each individual's history.

Mother, Hypertension, Alive

Father, Diabetes Mellitus Type 2, Deceased, Died at age 62



NoteSwift has a shortcut to allow you to dictate multiple diseases for the same relation. This is because there may be more than one daughter, for example, each with more than one disease. To enter the next disease for the current relation, say ***Next Disease****. Then enter the next disease for that relation. If you are on a relation such as daughter, and you say* ***Next*** *and then say* ***Daughter****, you'll be entering disease information for a new daughter relation. The only two exceptions to this case are* ***Father*** *and* ***Mother.*** *Any entries for these relations will be appended to the same father or mother record.*

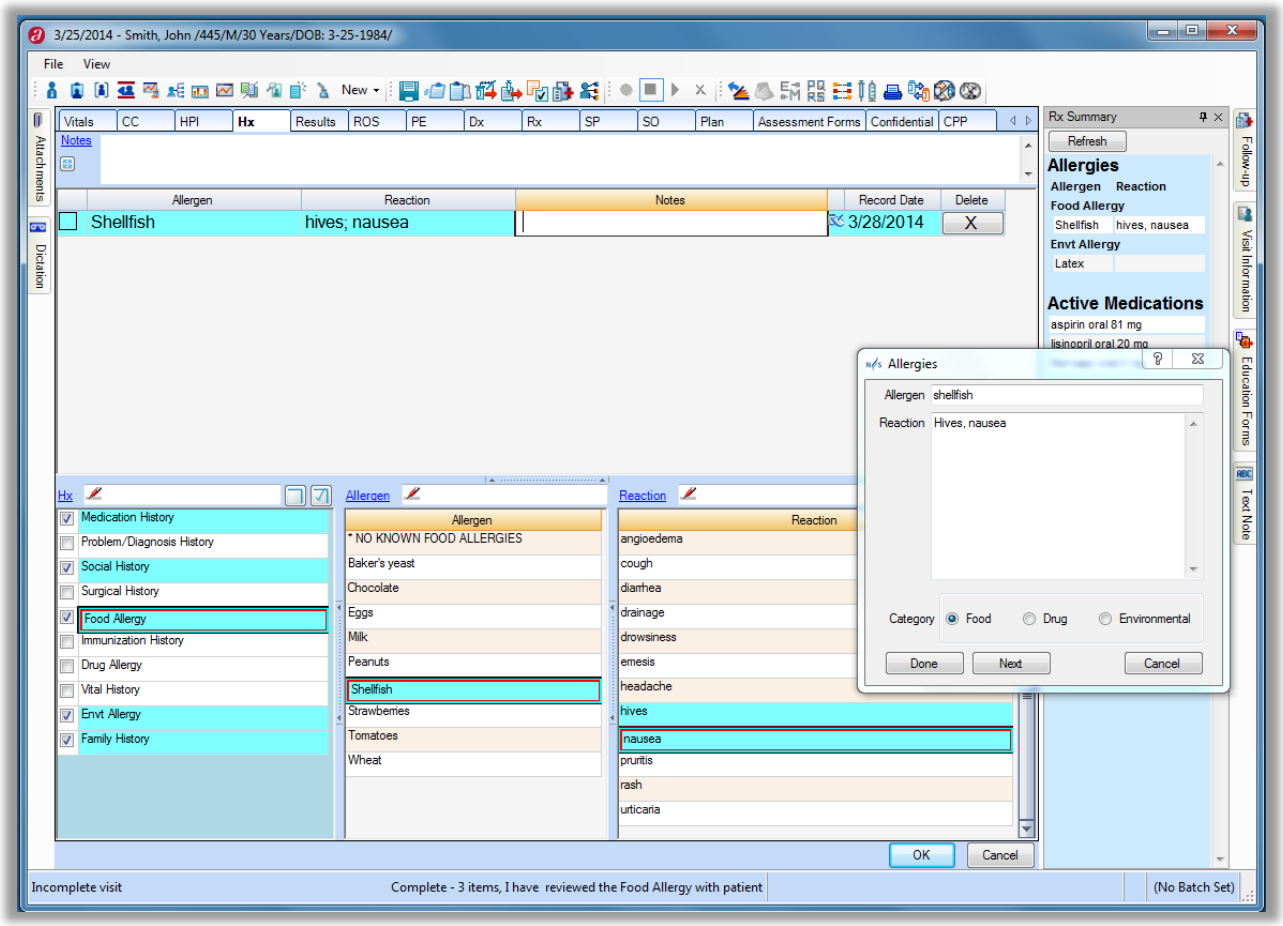
Click or say **Done** when you are finished with the family history.

Allergies

Call up the Allergies form. Say:

Allergies

Then speak the name of the allergy category, **Food / Drug / Environmental,** followed by the allergen, for example, **Shellfish**. NoteSwift will search for the allergen in Aprima and the cursor will jump to the Reaction box. Dictate one or more reactions and then press the Next hotkey to enter the allergen into Aprima.



Click or say **Done** when you are finished entering allergies.

*To enter a comma-delimited list of reactions, dictate commas between them. For example: "**hives comma rash**".*

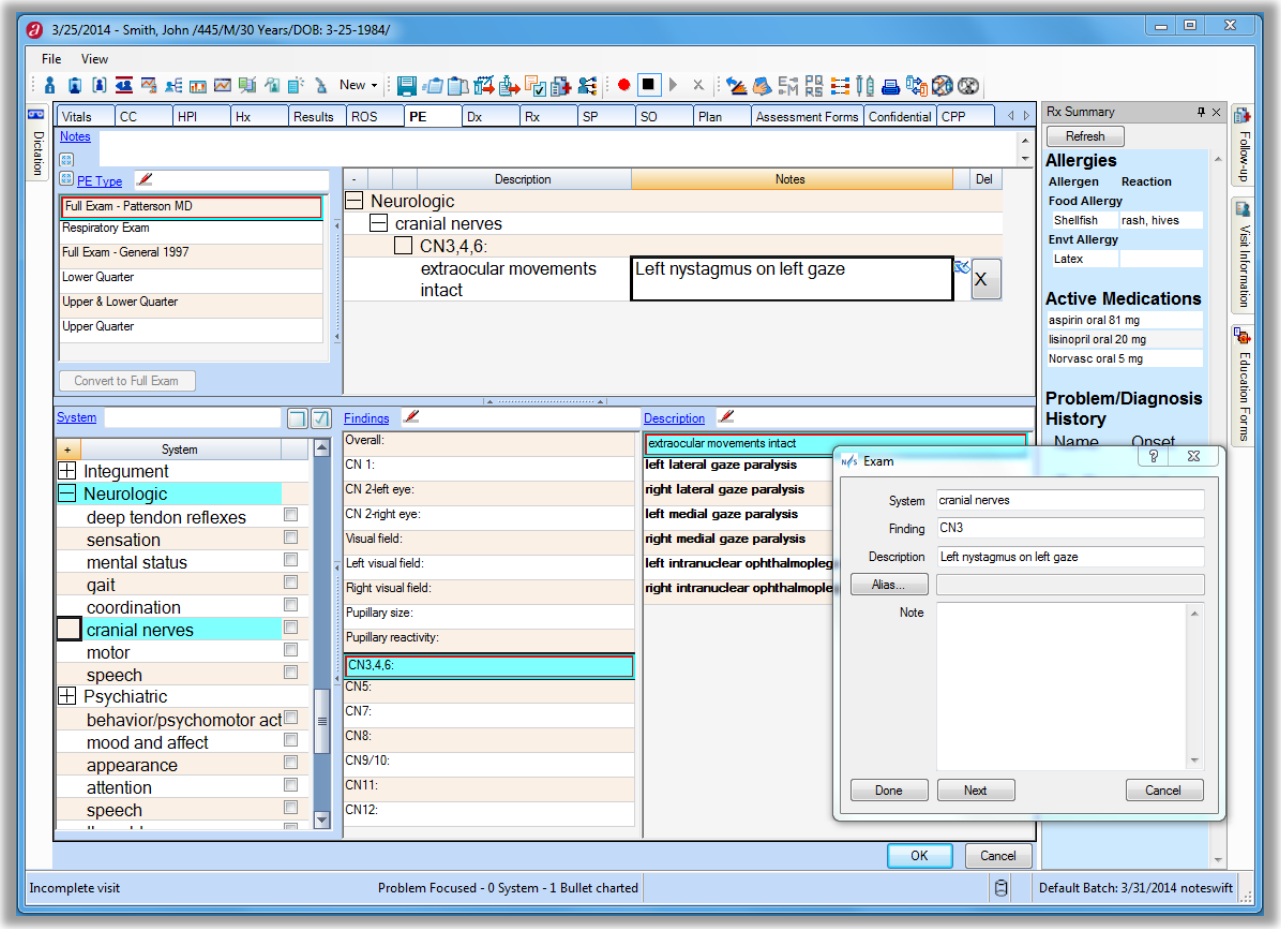
Physical Exam

Call up the Physical Exam form:

Exam

This section has been designed to facilitate either a top-down examination by entering each item explicitly, or examination by exception. We'll start with a top-down example. Aprima has systems categorized under parent systems, which are what you see first. However, you can just dictate the system, instead of first navigating through the parent system. Say:

Cranial Nerves, CN3, extraocular movements intact, Left nystagmus on left gaze

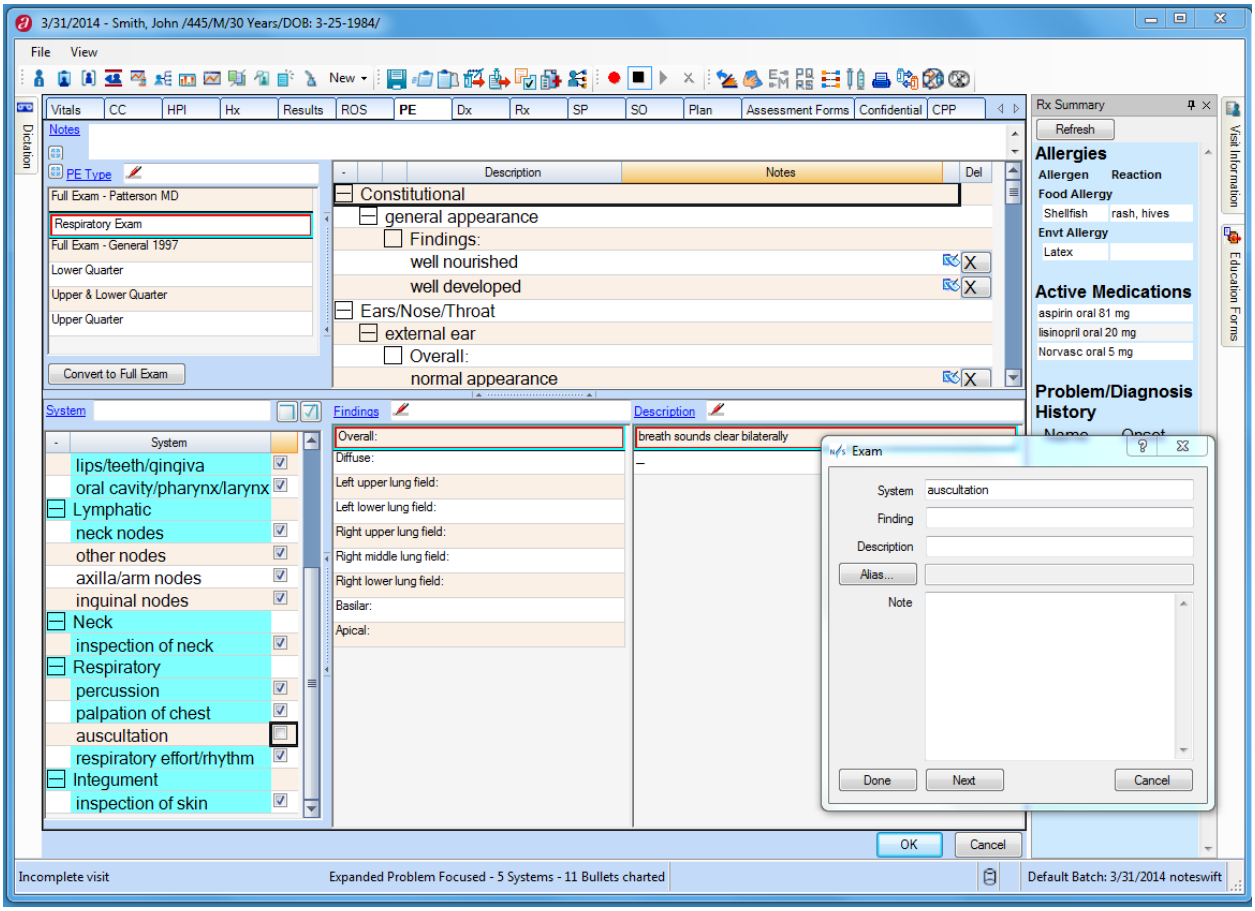


Exam by Exception

Aprima supports the ability to enter exams by exception. Let's diverge from our current exam for a moment. Say this patient came in with coughing and wheezing, and we are going to do a Respiratory exam. For this example, the Respiratory Exam PE Type is selected. Then say:

Select All Systems

This will select pre-defined defaults for all systems in the current exam.



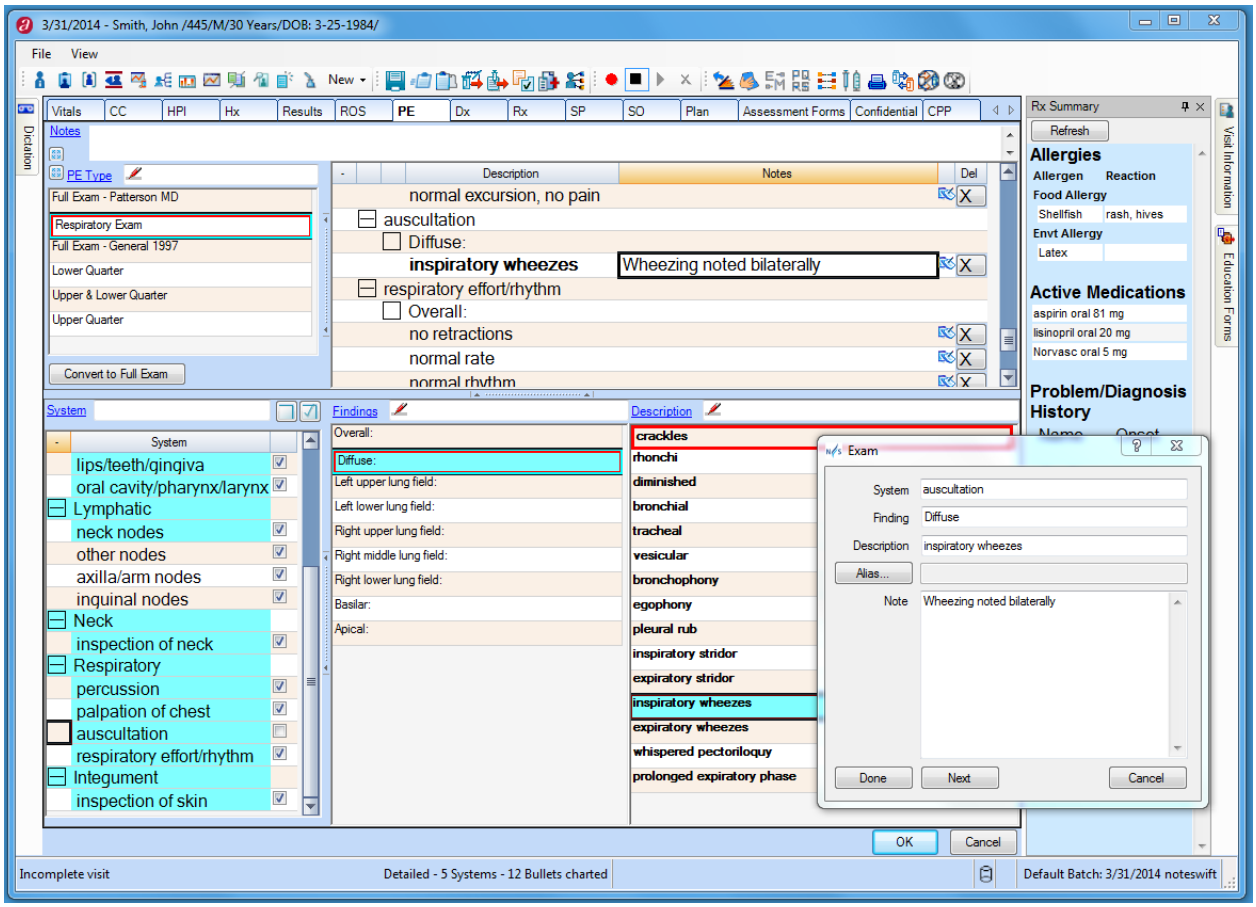
NoteSwift will select all the pre-defined defaults for this exam type, and insert them automatically into the note. In this example, we want to replace the default setting for auscultation to indicate wheezing. Say:

Auscultation, Check

Notice that the **Check** command toggles the state of the checkbox next to auscultation, removing the pre-defined default from the note. The NoteSwift cursor will be positioned on Finding. Say:

Diffuse, inspiratory wheezes, Wheezing noted bilaterally

Click or say **Done** to enter the Physical Exam information.



Now, let's get back to our original exam.

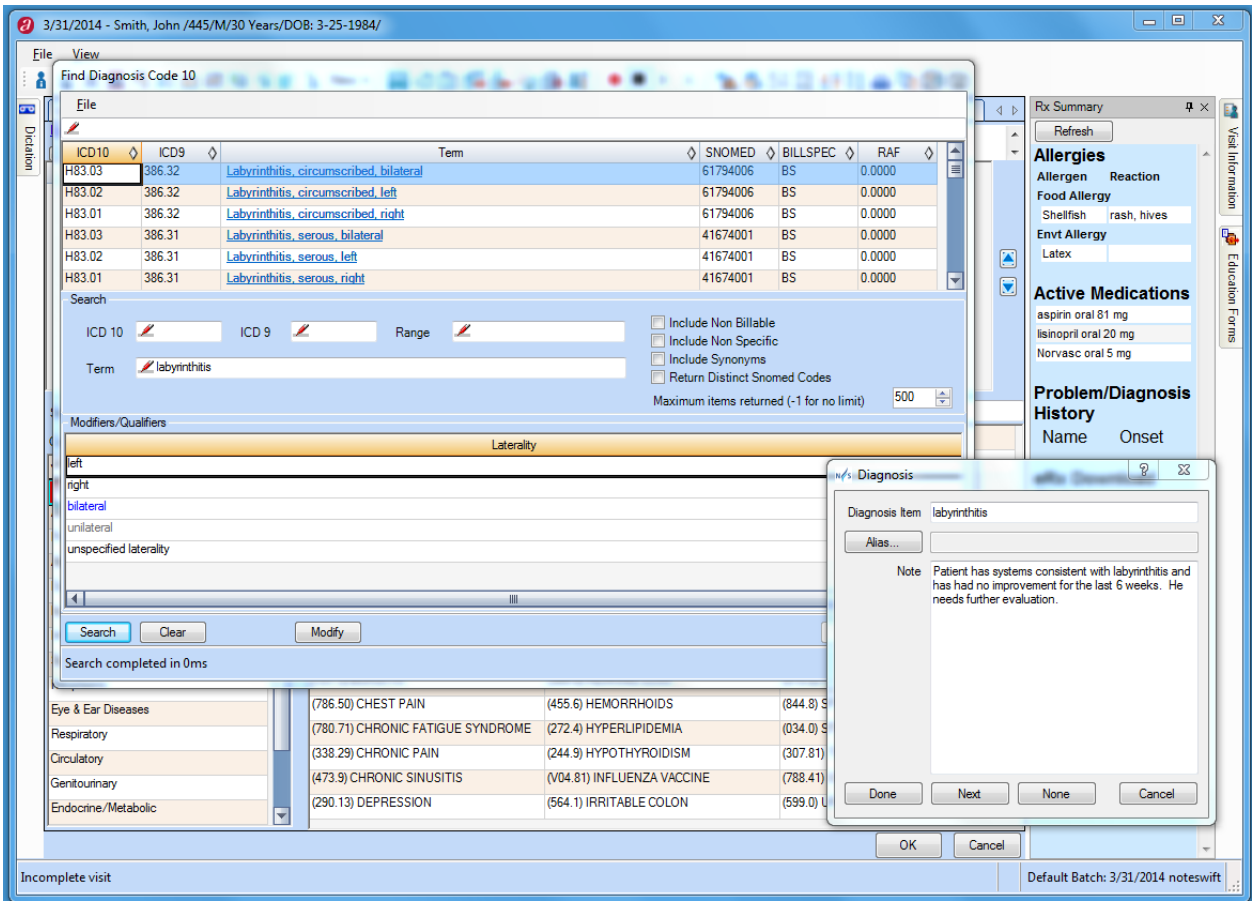
Diagnosis

To add a diagnosis to the patient's chart, call up the Diagnosis form:

Diagnosis

Say your diagnosis, in this example: **Labyrinthitis**.

NoteSwift will search for the diagnosis. You can then dictate an assessment narrative associated with that diagnosis.

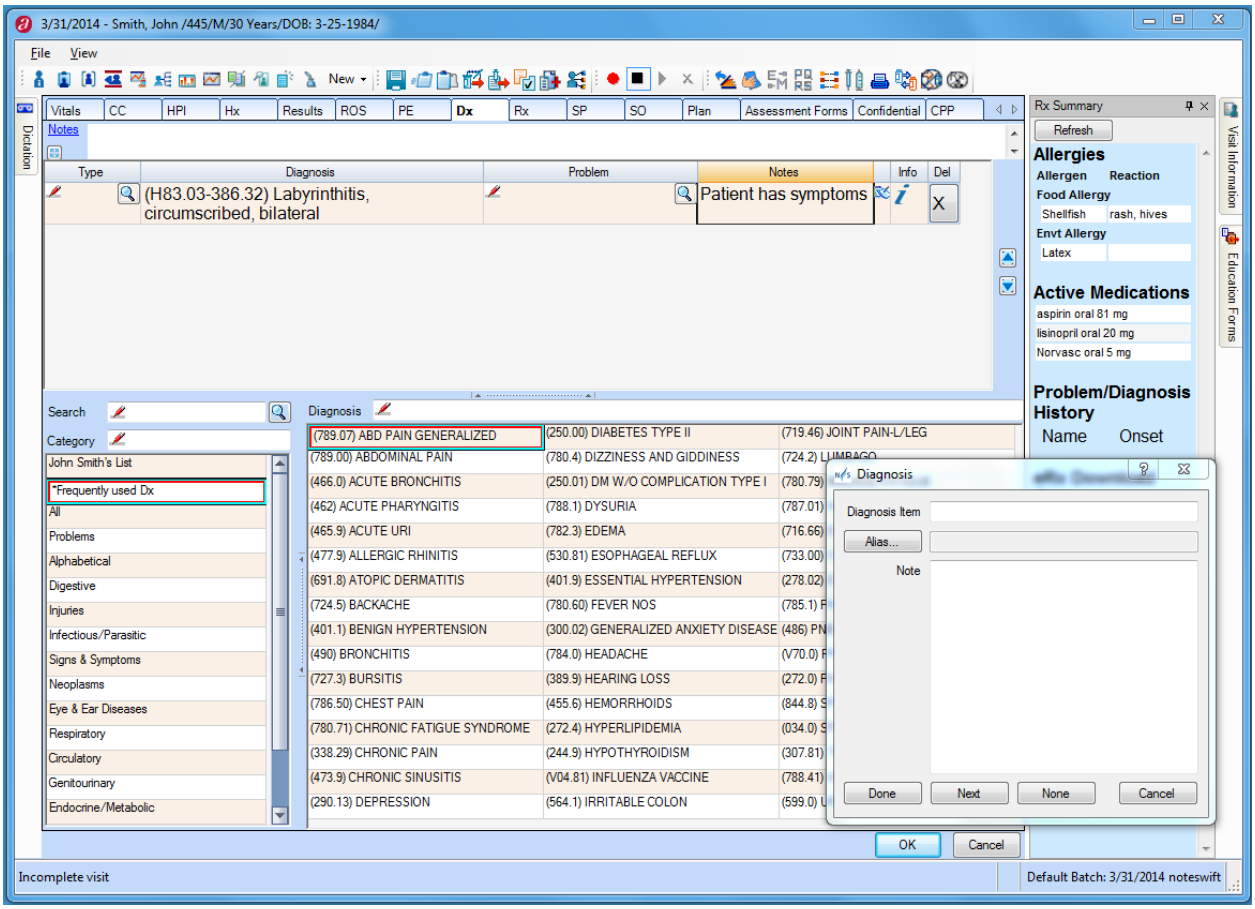


If the Diagnosis search returns more than one item, you can either:

1) Say or click **Next** or **Done** to select the first diagnosis in the list (default)
2) Click on the specific diagnosis desired
3) Dictate the desired diagnosis, either by name, or ICD 9 or ICD 10 code.

After you have selected the diagnosis, say **Note** to add any narrative text into the note field

Press the **Next** hotkey to enter the diagnosis into the chart.



Click or say **Done** when you are finished with Diagnosis.

Prescribe

To prescribe a medication in a patient note, call up the Prescribe form:

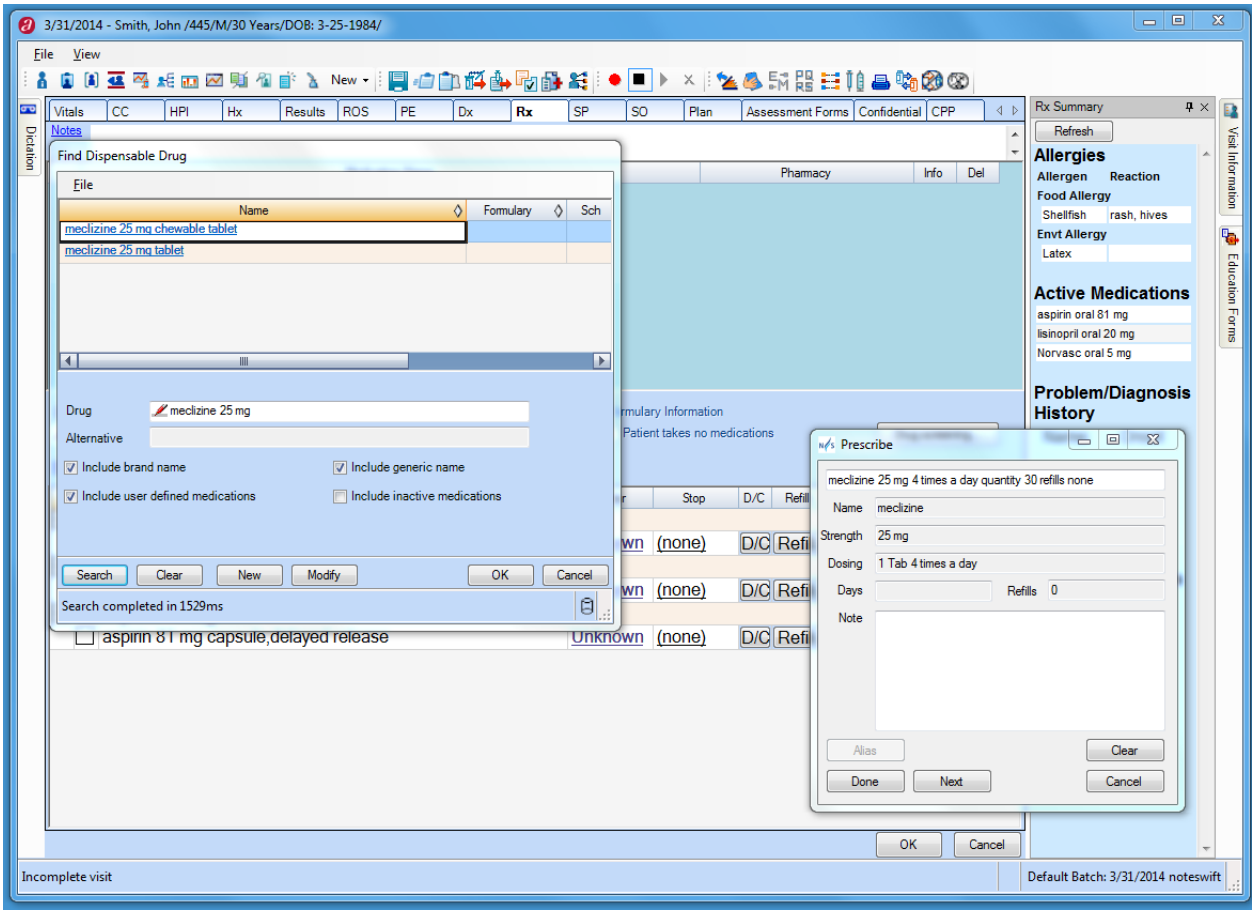
Prescribe

Now dictate your prescription medication. For example:

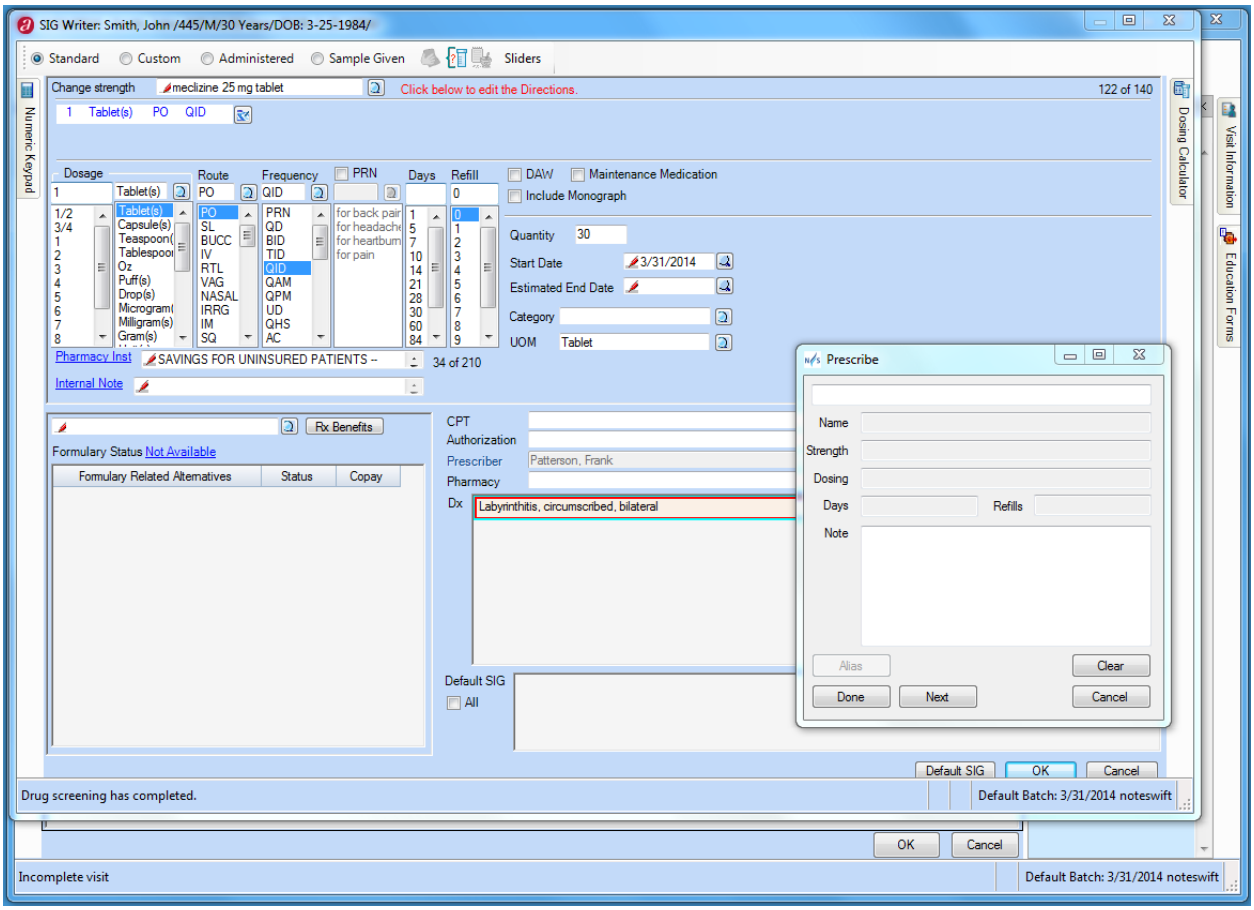
Meclizine 25 mg QID quantity 100

NoteSwift enters the medication name and correct dosage and frequency. A list will appear in Aprima showing the medication found. Click on the correct medication in the list and choose OK on the Aprima window.

A dialog may appear with drug interaction information, etc., asking for acknowledgement and if you want to continue. Choose “Yes”.



The Aprima prescription window will appear. Click or say **Next**, and NoteSwift will populate the prescription fields for you.



Click the OK button on the Aprima prescribe window to submit the prescription. You may prescribe additional medications at this point, or Click or say **Done** when you are finished with Prescribe.

*It is important to make sure that you selected the desired medication, and the prescription window shown above is displayed before you say **Next** or **Done** to have the prescription fields properly transferred to the note. Click the OK button on the prescription window before proceeding with NoteSwift.*

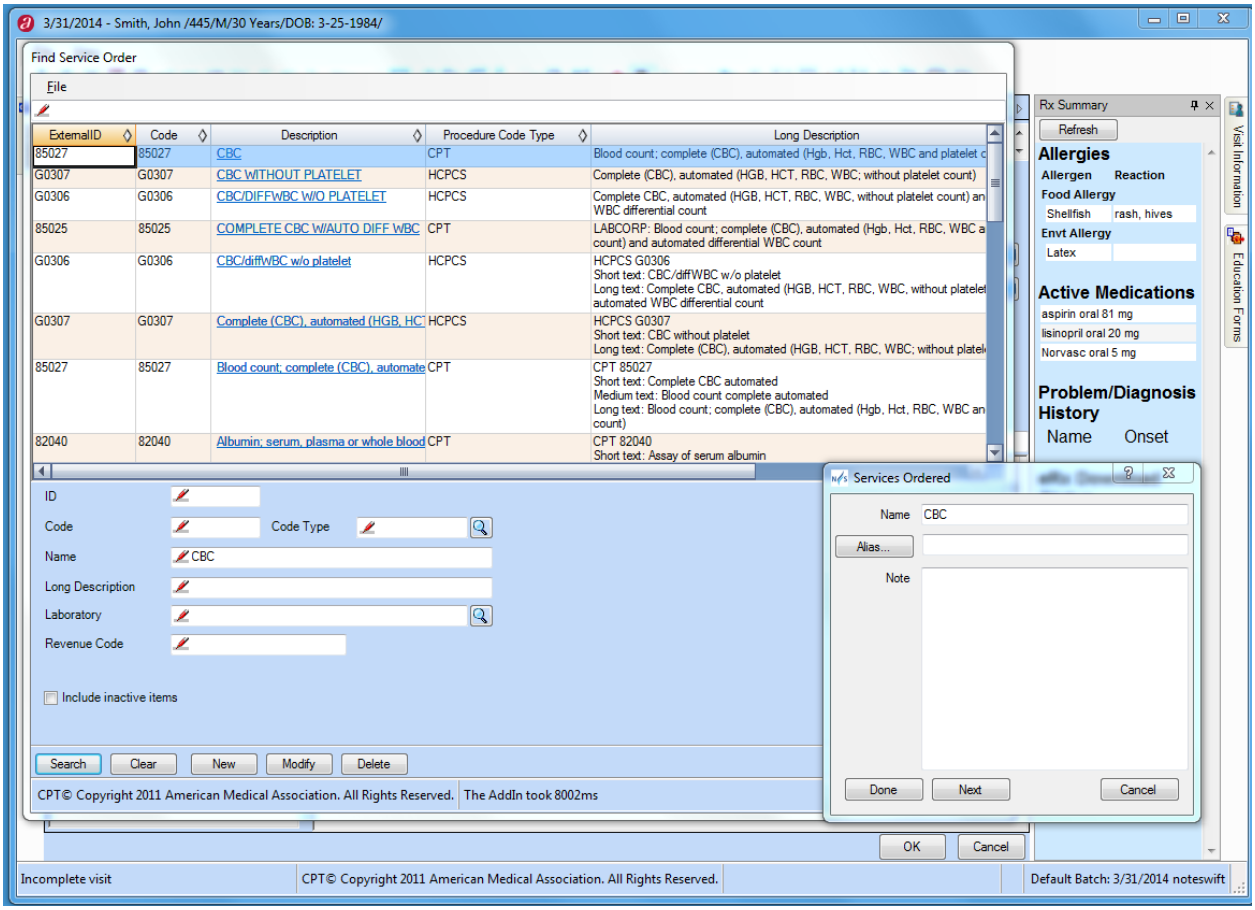
Orders

To order lab work, imaging or other tests using NoteSwift, call up the Services Ordered form. Say:

Orders

Now specify the orders. Say:

CBC


3/31/2014 - Smith, John /445/M/30 Years/DOB: 3-25-1984/
Find Service Order
File
ExternalID
Code
Description
Procedure Code Type
Long Description
85027 85027 CBC CPT Blood count; complete (CBC), automated (Hgb, Hct, RBC, WBC and platelet c
G0307 G0307 CBC WITHOUT PLATELET HCPCS Complete (CBC), automated (HGB, HCT, RBC, WBC; without platelet count)
G0306 G0306 CBC/DIFFWBC W/O PLATELET HCPCS Complete CBC, automated (HGB, HCT, RBC, WBC, without platelet count) an WBC differential count
85025 85025 COMPLETE CBC W/AUTO DIFF WBC CPT LABCORP: Blood count; complete (CBC), automated (Hgb, Hct, RBC, WBC a count) and automated differential WBC count
G0306 G0306 CBC/diffWBC w/o platelet HCPCS HCPCS G0306 Short text: CBC/diffWBC w/o platelet Long text: Complete CBC, automated (HGB, HCT, RBC, WBC, without platelet automated WBC differential count
G0307 G0307 Complete (CBC), automated (HGB, HCT HCPCS HCPCS G0307 Short text: CBC without platelet Long text: Complete (CBC), automated (HGB, HCT, RBC, WBC; without platel
85027 85027 Blood count; complete (CBC), automate CPT CPT 85027 Short text: Complete CBC automated Medium text: Blood count complete automated Long text: Blood count; complete (CBC), automated (Hgb, Hct, RBC, WBC an count)
82040 82040 Albumin; serum, plasma or whole blood CPT CPT 82040 Short text: Assay of serum albumin
ID
Code
Code Type
Name
CBC
Long Description
Laboratory
Revenue Code
Include inactive items
Search
Clear
New
Modify
Delete
CPT© Copyright 2011 American Medical Association. All Rights Reserved.
The AddIn took 8002ms
OK
Cancel
Rx Summary
Refresh
Allergies
Allergen Reaction
Food Allergy
Shellfish rash, hives
Envt Allergy
Latex
Active Medications
aspirin oral 81 mg
lisinopril oral 20 mg
Norvasc oral 5 mg
Problem/Diagnosis History
Name Onset
Visit Information
Education Forms
Services Ordered
Name CBC
Alias...
Note
Done
Next
Cancel
Incomplete visit
CPT© Copyright 2011 American Medical Association. All Rights Reserved.
Default Batch: 3/31/2014 noteswift

You will see a search window with all of the options available. You can:

1) Say or click **Next** or **Done** to accept the first item in the list
2) Dictate the code or description of the desired item (Saying **Name** will place the NoteSwift cursor back in the name field)
3) Click on the desired item

Press the **Next** hotkey to enter the diagnosis into the chart.

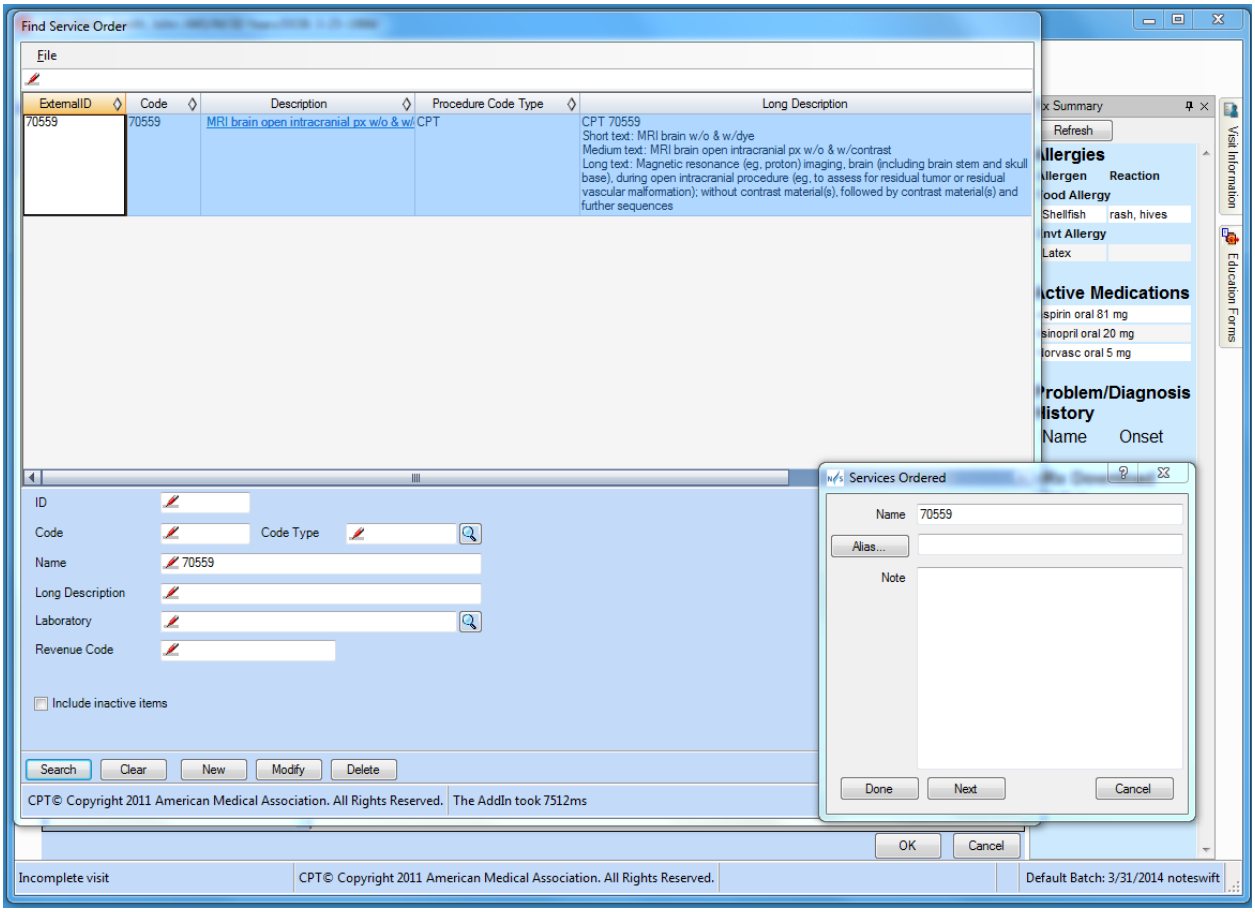
Say:

MRI

You will see the Aprima Find Service order window again. To call up a specific procedure, for example MRI Brain with and without contrast, Say:

Name, 70559

And the search will be narrowed down to the specific test.



Click or say **Done** to finish entering orders.

The NoteSwift Services Performed form works in the same manner as Services Ordered.

Plan

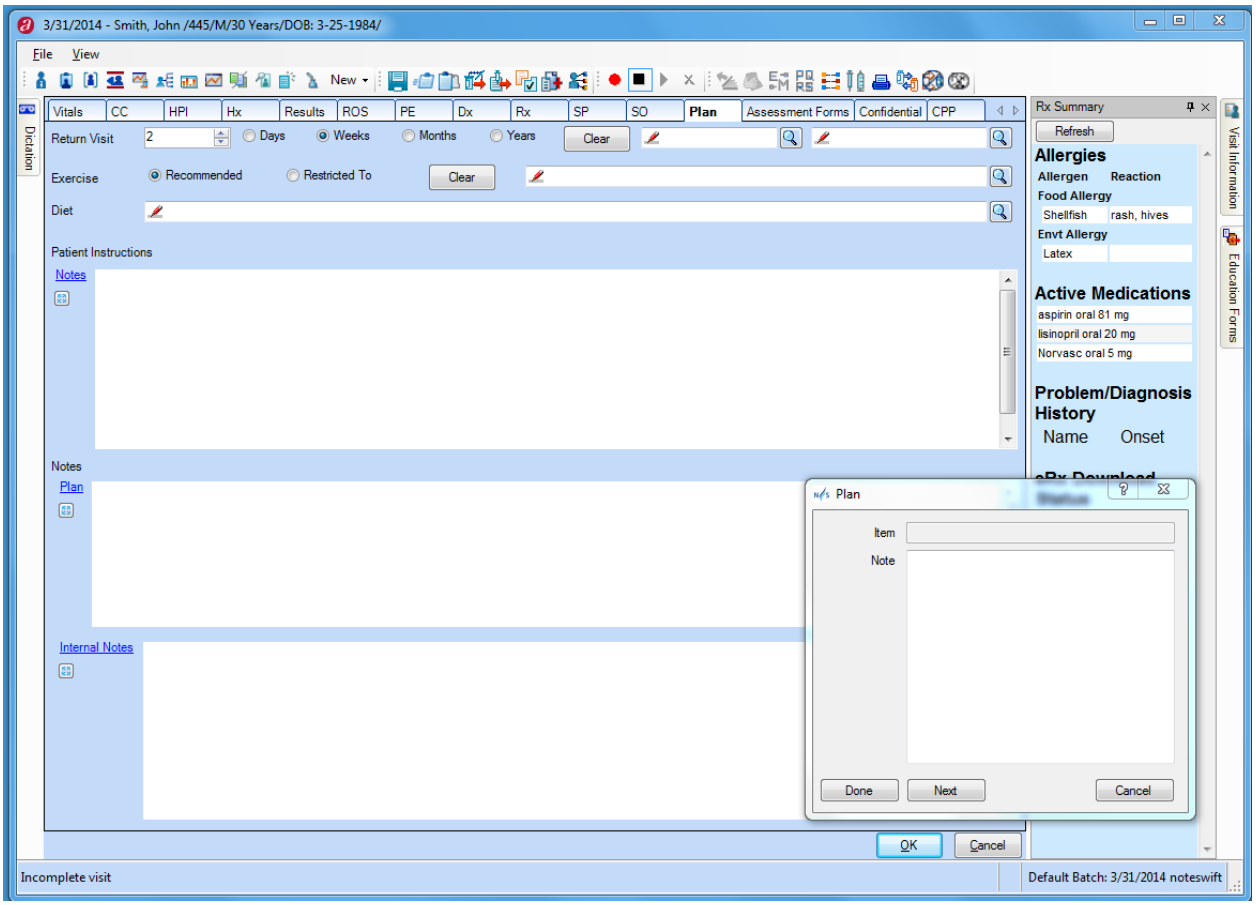
To call up the Plan form, you can say any of the following:

Internal Notes
Visit Notes
Patient Instructions
Plan Exercise
Return Visit

Dictate each item's information.

In the case of "Plan Exercise" you can dictate recommended or restricted and then continue to dictate the exercise note. NoteSwift will automatically choose the proper radio button, either Restricted or Recommended.

In the case of "Return Visit" you can dictate the length of the visit and NoteSwift will automatically choose from the Days, Weeks, Months and Years radio buttons.



Internal Notes, Visit Notes, and Patient Instructions all use free form dictation and do not require any additional steps. Click or say **Done** when you are finished with Plan notes.

Appendix 1: NoteSwift Command Cheat Sheet

This is the list of commands available to call up NoteSwift forms, and the commands available within each form. In all forms, in addition to **Done, Next** and **Cancel**, you can dictate the name of any field within the NoteSwift form to move the cursor to it.

Note Tab	NoteSwift Form	Form Commands	Form-Specific Commands
Hx	Allergies	Allergies or Allergies followed by	Food, Drug, Environmental, Select All History, Clear All History
	Medications	Medication History, Med History, Medications	Select All History, Clear All History, Item
	Past Medical History	Past Medical, Past Medical History, Medical History	Select All History, Clear All History
	Past Surgical History	Past Surgical History, Past Surgical, Surgical History	Select All History, Clear All History
	Family History	Family History	Select All History, Clear All History, Next Relation, Next Disease, Dead
CC	Chief Complaint	Chief Complaint	
Dx	Diagnosis	Diagnosis	
PE	Exam	Exam	Select All Systems, Clear All Systems, Check
Plan	Exercise	Plan Exercise	(within the note text): Recommended, Restricted To
	Patient Instructions	Patient Instructions	
	Return Visit	Return Visit	
	Visit Notes	Visit Notes	

Note Tab	Note Tab	Note Tab	Note Tab
HPI	History Of Present Illness	HPI, History, History of Present Illness	Next Category
Rx	Prescribe	Prescribe	Item
ROS	ROS	Review Of Systems, ROS	Select All Systems, Clear All Systems, Next Symptom
SH	Social History	Social History	Select All History, Clear All History
SO	Services Ordered	Orders, Services Ordered	
SP	Services Performed	Services Provided, Services Performed, Service Performed	